



Inclusa, Inc.
Affirmative Action Plan

Updated November 1, 2022

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**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of Inclusa, Inc. (Inclusa) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, disability, sex, sexual orientation, national origin, or any other protected classification. This policy shall include, but not be limited to, the following: recruitment or recruitment advertising; employment, promotion, demotion, or transfer; rates of pay or other forms of compensation; selection for training, including apprenticeship; layoff or termination. Inclusa further agrees to take affirmative action to ensure equal employment opportunities.

Tera Peters, Compliance Manager, has been appointed Equal Employment Opportunity Officer and is responsible for planning, implementation, and day-to-day monitoring of our affirmative action program. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of the Family Care contract with the State of Wisconsin, Inclusa, Inc. shall comply with s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities and affirmative action. Inclusa shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Dated this 1st day of November, 2022.

A handwritten signature in black ink that reads "Mark K. Hilliker".

Mark K. Hilliker
Inclusa, Inc.
Chief Executive Officer



Building vibrant and inclusive communities

SECTION 2: WORKFORCE ANALYSIS

Inclusa utilizes its EEO-1 report for purposes of performing its workforce analysis. A copy of Inclusa's EEO-1 report is attached. The report is based upon Inclusa's workforce as of the payroll period 11/14/21 – 11/27/21.

Inclusa Workforce

Job Categories	Employee Total	Males			Females		
		Total	Minority	Ind. w/ Disabilities	Total	Minority	Ind. w/ Disabilities
Officials & Managers	173	25	2	unknown	148	4	unknown
Professionals	951	65	5	Unknown	886	35	unknown
Administrative Support Workers	93	4	2	Unknown	89	1	unknown
Service Workers	3	1	0	Unknown	2	0	unknown
Total	1220	95	9	---	1125	40	---
Previous Analysis Sept. 2018 (Payroll period 12/16/17 – 12/29/17)	1195	93	8	Unknown	1102	36	unknown

Available Workforce in Wisconsin*

Job Categories	Available Workforce	Males		Females		Minorities		Ind. w/ Disabilities	
		Total	%	Total	%	Total	%	Total	%
Officials & Managers	177,855	111,960	63.00%	65,895	37.00%	8,525	4.80%	3,557	2.00%
Professionals	382,455	156,080	40.80%	226,375	59.20%	23,840	6.20%	7,649	2.00%
Administrative Support Workers	240,575	50,710	21.10%	189,865	78.90%	16,265	6.80%	4,812	2.00%
Service Workers	283,445	104,975	37.00%	178,470	63.00%	33,176	11.70%	5,669	2.00%
Total	1,084,330	423,725	39.08%	660,605	60.92%	81,806	7.54%	21,687	2.00%

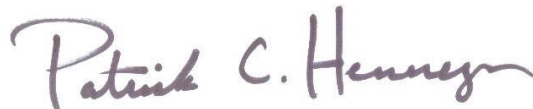
*Data taken from State of Wisconsin's US Census Bureau - American Community Survey (ACS) 2014-2018 5-Year Estimate (Tables EEO-ALL04W – EEO-1 Job Categories for Worksite Geography, Total Population, State and Counties) - [2014-2018 EEO Tables | American Community Survey | U.S. Census Bureau](#)

Comparison of Inclusa with Workforce

Job Categories	Inclusa Employees	Females in Workforce	Females at Inclusa		Minorities in Workforce	Minorities at Inclusa		Ind. w/ Disabilities in Workforce	Ind. w/ Disabilities at Inclusa	
	Total	%	Total	%	%	Total	%	%	Total	%
Officials & Managers	173	37.0%	148	85.5%	4.8%	6	3.5%	2%	Unk	unk
Professionals	951	59.2%	886	93.2%	6.2%	40	4.2%	2%	Unk	Unk
Admin Support Workers	93	78.9%	89	95.7%	6.8%	3	3.2%	2%	Unk	Unk
Service Workers	3	63.0%	2	66.7%	11.7%	0	0%	2%	Unk	Unk
Total	1220	60.9%	1125	92.2%	7.5%	49	4%	2%	Unk	Unk
<i>Previous Analysis</i>	<i>1195</i>	<i>56.2%</i>	<i>1102</i>	<i>92.2%</i>	<i>5.5%</i>	<i>44</i>	<i>3.7%</i>	<i>---</i>	<i>---</i>	<i>---</i>

Based on the above data, Inclusa’s workforce is balanced in all job categories for women. Inclusa underutilizes minorities in the Officials/Managers, Professionals, and Administrative Support Workers job categories. Inclusa has a limited number of colleagues with disabilities, based on the number that have voluntarily chosen to identify as an individual with a disability, or that have requested accommodations per the ADA Reasonable Accommodation Policy which has a primary function to enhance workplace productivity and provide equal employment opportunities to applicants, candidates, and colleagues with disabilities. Inclusa employs only three (3) individuals in the Service Workers job category out of 1,220 employees (0.2% of the workforce), so it is determined to be a statistically insignificant job category.

The above analysis was prepared by Patrick Henneger, Chief Legal Officer.



Signed: _____

SECTION 3: PROGRAM GOALS

The goal of Inclusa's Affirmative Action Plan is to achieve a balanced workforce, as compared to the relevant labor market, for women, minorities, and individuals with disabilities.

A. Women in Inclusa's Workforce. Inclusa currently meets plan goals regarding female representation in the workforce in each job category.

B. Minorities in Inclusa's Workforce. Inclusa's workforce has three job categories where minorities are underrepresented as compared to the relevant labor market: Officials/Managers, Professionals and Administrative Support Workers. Inclusa's goal is to increase minority representation in each job category in the next year and achieve a balanced workforce for minorities in all job categories within two (2) years.

C. Individuals with Disabilities in Inclusa's Workforce.

Inclusa will take affirmative action to encourage individuals with disabilities to apply for open positions and to self-identify as an individual with disabilities, for the purposes of the affirmative action program only, so that Inclusa can analyze whether its workforce is balanced as compared to the relevant labor market. Inclusa will take measures to achieve a balanced workforce for persons with disabilities in the next two years.

D. Objectives to Achieve Balanced Workforce.

Inclusa's objectives to achieve its goals and measures and maintain a balanced workforce as outlined above are as follows:

- Broaden recruitment plan: notices and outreach efforts to include community organizations, job fairs/events, and media likely to refer minorities and individuals with disabilities
- Identify other means to strengthen recruitment and retention of minorities, and individuals with disabilities
- Develop work schedules where feasible which include part-time employment opportunities to encourage the employment of persons for whom full-time employment is difficult
- Enhance exit interview program to determine if retention issues are related to lack of support, including compensation, training, or advancement opportunities for minorities or other protected groups
- Conduct an organizational profile and job group analysis, review placement of minorities and other protected classes in job groups, wage classifications, promotion and/or training opportunities to determine areas of improvement.

SECTION 4: PLAN DISSEMINATION

Inclusa's Affirmative Action Plan will be made known by the following:

1. Electronic posting on Inclusa's external website where open positions are posted for prospective employees to access and to provide sufficient detail to enable them to make use of its benefits and where to file any complaints regard Inclusa's AAP. The Plan will be disseminated to current employees by posting it on Inclusa's Intranet site and including it as part of Inclusa's Employment Guide for all employees.
2. The Affirmative Action Plan will be reviewed annually by Inclusa's Senior Leadership Team and at least semi-annually by Inclusa's Compliance Committee to monitor progress towards affirmative action goals and to revise goals and action steps as necessary. Equal employment opportunity and affirmative action issues are addressed at the quarterly compliance committee meeting, should an issue arise.
3. Add the topic of equal employment and the progress of the affirmative action program annually to All Colleague meeting agendas. Include information on the availability of the Affirmative Action Plan, and elements of the plan as will allow employees to understand the benefits and requirements, including where to file an affirmative action complaint.
4. All solicitations or advertisements for employment by or no behalf of Inclusa shall include a statement that Inclusa is an equal opportunity employer functioning under an Affirmative Action Plan. This includes advising employment referral sources verbally and in writing of Inclusa's policy to recruit qualified women, minorities and persons with disabilities for open positions. The following is an example Equal Opportunity Statement available on the external website for prospective employees to view, demonstrating Inclusa's commitment to equal opportunities in employment:

Our Team

We don't just accept differences—we celebrate, support, and thrive on them for the benefit of colleagues, members, and the many communities we live in. In recruiting for the team, we welcome the unique contributions that you bring in terms of your education, culture, ethnicity, race, sex, gender identity and expression, nationality, age, languages spoken, veteran's status, color, religion, ability, and sexual orientation. We are proud to be an equal opportunity workplace and an affirmative action employer.

5. All employees have access to the Affirmative Action Plan for review. A copy of the Plan may be obtained on request from Tera Peters, Compliance Manager/EEEO.

All supervisory and management personnel are responsible for implementation of affirmative action initiatives within their areas of responsibility.

Any complaints regarding this Affirmative Action Plan may be filed with:

Tera Peters, Compliance Manager
Tera.Peters@Inclusa.org

-OR -

Wisconsin Department of Workforce Development's Equal Rights Division
https://dwd.wisconsin.gov/er/discrimination_civil_rights/publication_erd_6160_p.htm

-OR -

Department of Health Services Contract Compliance Program
101 E. Wilson St., Madison, Wisconsin 53702
<https://www.dhs.wisconsin.gov/civil-rights/contacts.htm>

SECTION 5: INTERNAL MONITORING

The Affirmative Action Plan is reviewed semi-annually to evaluate results achieved by the Plan. Inclusa's Compliance Committee is responsible for monitoring of the Plan and taking necessary action, including but not limited to reeducating managers and directors responsible for hiring and promotion.

Any issues or concerns shall be reported to Inclusa's Chief Legal Officer, Patrick Henneger. All divisional leaders are held responsible for implementing affirmative action initiatives within their areas of responsibility.