

THRD not only guides you through the AAP audit process,  
*it guarantees that your company is  
legally compliant — or your money back!*

Introducing THRD's "Audit-Safe Guarantee" AAP Service...

The Human Resources Department, Inc. (THRD), a leading Cleveland-based HR consulting, project management, and HR temporary staffing firm, has developed an innovative approach to Affirmative Action Plan (AAP) compliance that offers clients their *money back in full* if they do not "pass" a U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP) audit<sup>1</sup>.

AAPs are mandated by complex Federal regulations that are more than 200 pages long and subject to periodic revisions. Even the precise definitions of such basic recordkeeping terms as "applicant" and "job group" are highly complicated; should they be incorrectly or inaccurately established, the data in the AAP could be misleading and incomplete — thus altering the basis for developing action plans and resolving compliance issues.

The consequences of not preparing and not implementing timely, accurate, and compliant AAPs, or of not being properly prepared to respond within 30 days with all 11 items requested in the OFCCP Scheduling Letter, can range from severe disruption of normal business routines to monetary settlements and even the tarnishing of a corporate reputation, making it more difficult to attract and retain a diverse employee talent population.

Since THRD began its AAP services back in 2002, it has supported clients from various industries in more than 40 OFCCP audits with passing results of 100%!

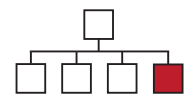
To achieve this perfect track record, THRD compliance consultants, led by an in-house employment attorney, lead clients through a complete 5-step AAP Development Process. First, they help properly define and collect the necessary reporting data (which is especially complicated where multiple AAPs are required to cover multiple locations); they then "scrub" and analyze the data to prepare the various required reports. Along the way, they make recommendations for areas that need to be addressed in order to assure full compliance.

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Unlike many AAP services, THRD provides year-round plan support. Each client receives a Management Summary that enables executives to focus on key issues. Moreover, THRD experts are available every step of the way to answer any questions from the company as well as the federal agencies involved.

<sup>1</sup>This money-back guarantee is applicable where THRD develops the company's AAPs, the client fully implements THRD's compliance recommendations, and THRD manages the client's audit response.

To learn how our THRD consultants can assist you with your compliance concerns, including AAPs — or with any other specialized HR consulting and staffing issues — contact **THE HUMAN RESOURCE DEPARTMENT AT 216.292.6996** **INFO@THRD.COM OR VIA OUR WEBSITE AT WWW.THRD.COM.**



the **HUMAN RESOURCE**  
department