

THE NEXT GENERATION IN AFFIRMATIVE ACTION PLANNING



BERKSHIRE ASSOCIATES INC.
Your Partner in Human Resources and Affirmative Action

About Berkshire Associates

Berkshire started over 25 years ago as the first company to release a commercial software product that automated the affirmative action plan (AAP) preparation process. As a result, Berkshire revolutionized the way AAPs were prepared, and we continue to set the standard for the tools needed to build a balanced workforce. Berkshire has applied its proven methods to expand its capabilities beyond affirmative action planning. Our offerings include a range of services, training, software, and web-based products that allow companies to rely on Berkshire for a full and comprehensive solution. As a result, we are one of the most sought after providers in the industry.

WELCOME TO THE NEXT GENERATION IN AFFIRMATIVE ACTION PLANNING

Welcome to the Next Generation

With experience spanning over two decades, Berkshire has led the way in providing companies with technical solutions for developing compliant AAPs. Committed to identifying ways to make the affirmative action planning process more efficient, Berkshire developed **BALANCE_{aap} Web**, the next generation in affirmative action planning. **BALANCE_{aap} Web** is a secure, web-based application that gives you more than traditional software. It gives you the freedom, flexibility, and power to create your own 100% compliant AAP...right from the web. **BALANCE_{aap} Web** contains all the features needed to fully manage and monitor your compliance objectives including anytime, anywhere access, online collaboration capability, and regulatory updates. Its step-by-step Guide Me feature and easy navigation makes **BALANCE_{aap} Web** easy for users of all levels.

BALANCE_{aap} Web is the Ideal Choice

BALANCE_{aap} Web is a comprehensive, easy-to-use web-based tool that includes all aspects of AAP preparation in one integrated package. You can easily create your plan(s), run availability vs. employment analyses, use adverse impact analyses to check for potential discrimination in personnel actions, prepare Desk Audit and Compensation reports for audit review, create organizational profile, and generate customized narrative documents with embedded key data and reports, covering all required components of an AAP.

BALANCE_{aap} Web can be used for organizations responsible for just one or multiple AAPs. Plans can be prepared by single or multiple, concurrent users using an Internet browser. Your remote facilities can prepare their own plans without purchasing separate software licenses and without the hassles of software installation or hardware upgrades. Eliminate the need to divert your IT resources to the implementation and support of the software.

It's a Service, Not Software

BALANCE^{aap} Web is a subscription-based service that allows you to manage your entire affirmative action compliance objectives from the web. Organizations can create a central compliance “hub” designed to coordinate affirmative action and related efforts using BALANCE^{aap} Web. Easily communicate goals across your organization, chart progress, and strategically begin to shape your workforce to meet both your compliance and business goals.

For Any Size Company

Unlimited access to unlimited users within your organization make BALANCE^{aap} Web ideal for any size company. Affirmative action compliance can be demanding for large organizations, and often involves a number of individuals, departments, and locations. BALANCE^{aap} Web is the answer for streamlining challenging corporate-wide initiatives. It is also an ideal solution for smaller companies who can simply login and prepare their annual and update plans. No need for desktop downloads or running the risk of using outdated software that could result in a non-compliant plan.

A “Living” Application

BALANCE^{aap} Web is a “living” application that is seamlessly updated. As part of your service, we worry about all the background technical issues and any changes in the law; so you can focus on preparing your plan. This means no upgrade interruptions and whether it's new census data or requirements, you can trust you are preparing your plan using the most up-to-date guidelines. You are backed by a technical network and a team of affirmative action experts with a proven history of delivering the right solutions to accomplish the right results.

Data Storage

Your subscription also includes secure data storage on our servers in a secure, off-site location, with measures for disaster recovery. With BALANCE^{aap} Web you significantly reduce the risk of security breaches or lost data that can occur with desktop applications. Data is hosted and managed by Berkshire, and stored on a database in a secure facility.

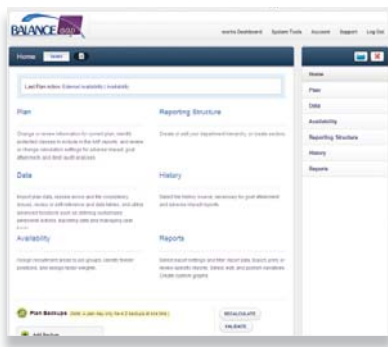
Smart Investment

Changes in technology are constant and moving towards web-based platforms. As desktop and client/server solutions fade from the marketplace, companies feel confident investing in web technology. Web technology is a smart investment and saves companies time and resources.

BENEFITS of BALANCEaap Web

FREEDOM. FLEXIBILITY. POWER.

BALANCEaap Web provides the freedom and flexibility the web provides...freedom from complicated installations, and the flexibility to access your plans from anywhere, at anytime. BALANCEaap Web frees you from multiple user license fees and taxing your IT resources. Imagine collaborating with other employees at different locations to streamline your plan preparation process. Envision securely publishing plans and reports to the web for easy distribution. No more paper or manually sending out plan information.



- Unlimited users
- Collaborate with users from any location
- Access from anywhere, anytime with a web browser
- Securely publish reports to view on the web
- Always use a system built on the latest regulations
- Freedom from dependency on your IT resources
- Optional on-demand service provides access to affirmative action experts if you need guidance

COMPLIANT

100% Technically Compliant Every Time

BALANCEaap Web gives you the confidence of knowing you are completing, managing, and monitoring a 100% technically compliant plan every time. From start to finish, BALANCEaap Web guides you through every phase of the planning cycle. You can complete all required reports and narratives using the guidelines mandated by the OFCCP. BALANCEaap Web also enables you to easily generate a series of salary analysis reports such as Compensation Summary, Compliance Review, and Desk Audit (Tipping Point) Analysis to quickly identify salary inequities within grades by race and gender.

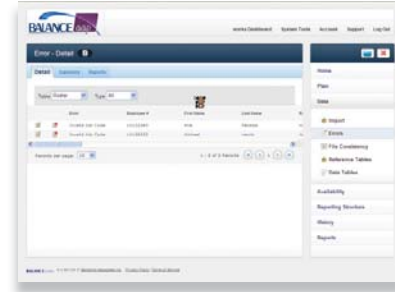
Additional reporting options are also available to perform further analysis, if needed. Users are able to uncover and examine factors contributing to problems areas. Report options include summaries and charts for easy viewing and communicating.

BALANCEaap Web's built-in quality control adds another level of assurance that you're preparing a compliant plan. The extensive Error-checking and File Consistency features help to clean your data before progressing through the plan prep process.



Built-in Quality Control

- Extensive error-checking scrubs your data and red flags potential errors
- The File Consistency feature examines your data and identifies inconsistencies
- Both the Error-checking and File Consistency feature guide you through correcting errors
- The Validate function will analyze and reconcile your reference and data tables, ensuring that data errors are being properly reported



Create All OFCCP Required and Support Reports



Standard and Customizable Narratives

- Disabled and Veterans
- Minorities and Women

Highlights of Required AAP Reports

- Workforce Analysis/Organizational Display
- Job Group Analysis, Availability Analysis
- Incumbency vs. Estimated Availability Analysis (with statistical significance)
- Desk Audit Analysis by Race and Gender
- Personnel Action Summaries
- Adverse Impact Analyses
- Departmental Reports
- BALANCE^{aa} standard reports can also satisfy the requirements of an OFCCP scheduling letter

Acme Technology Incorporated
January 1, 2010 Recruitment Period
Columbia, NC

Incumbency vs. Estimated Availability

EA	Executive Management
Total Emp	53
Employment %	15.18
Availability %	15.18
Statistical	0.00

EM	Mid Level Management
Total Emp	48
Employment %	14.29
Availability %	14.29
Statistical	0.00

EL	Entry Level Management
Total Emp	40
Employment %	11.76
Availability %	11.76
Statistical	0.00

PL	Senior Level Professionals
Total Emp	64
Employment %	18.82
Availability %	18.82
Statistical	0.00

ML	Mid Level Professionals
Total Emp	33
Employment %	9.70
Availability %	9.70
Statistical	0.00

Monitoring & Communication

- Plan Summary
- Goal Attainment
- Applicant Pool Analysis
- Labor Force Calculations
- Promotion/Hiring Comparison
- Desk Audit Results

Support Reports & Graphs

- Placement Goals
- Job Group Summary
- Applicant Summary
- Annotated Employee List
- Roster Check List
- Census Code Assignment
- Personnel Action Summaries

Compensation

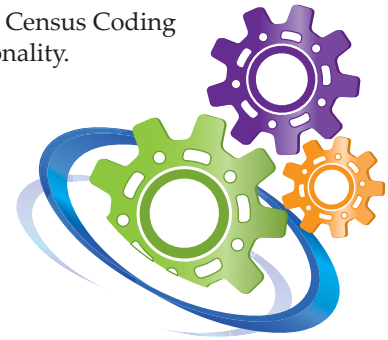
- Compensation Summary
- Compliance Review
- Desk Audit Analysis for Gender
- Desk Audit Analysis for Race

AUTOMATED

Automation for an Efficient, Streamlined Process

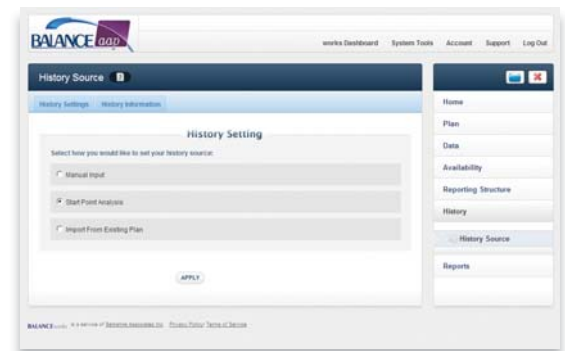
BALANCE^{eaap} Web automates the complex tasks necessary to efficiently prepare a compliant AAP. BALANCE^{eaap} Web includes tools to easily build recruitment areas, or even jump-start the census coding process, using BALANCE^{eaap} Web's Auto Census Coding feature. Save time and resources using BALANCE^{eaap} Web's automated functionality.

- Automated data import and mapping wizard
- Create multiple plans with a single data set
- Build custom and unlimited number of recruitment areas
- Auto-census coding for jobs
- Start Point Analysis creates history data for easy Adverse Impact and Goal Attainment reports
- Publish reports and graphs easily on the web for distribution to your management team
- Perform "what-if" analysis with different rules and settings



Automatically Create History Data Using Berkshire's Start Point™ Analysis

If this is your first plan, or if you do not have a prior year's plan, easily create history data using Berkshire's Start Point Analysis feature in BALANCE^{eaap} Web. The Start Point Analysis uses your current plan data to rollback all personnel actions and automatically determines what your goals would have been in the prior year. BALANCE^{eaap} Web will start with your current roster, and reverse the hires, promotions, terminations, and other personnel actions to calculate how many people were in your job groups last year.



Create Multiple Plans Using a Single Data Source

Required to do multiple plans? BALANCE^{eaap} Web allows users to create a Master plan to capture and organize data from a single dataset. This eliminates the need to import data every time you create a plan for a different location. A function so efficient and convenient, it significantly cuts down your plan preparation time and further streamlines your process.

- Import a single data set for your entire organization
- Set up common information (reference tables, recruitment area defaults, weight factors) in one place for use in all plans
- Subset of plans are created and updated simultaneously as you create your Master plan
- Override defaults to customize each plan as needed

Create Unlimited Recruitment Areas

Your *BALANCEaap* Web subscription includes the convenience of creating unlimited and custom recruitment areas based on your hiring practices. Recruitment areas can be created for any geographic area (county, state, MSA/CMSA/PMSA, or national summary) with different options for creating uniform or weighted combinations. Data can be compiled for a single geographical area or a combination of several different areas.

- *BALANCEaap* Web allows you to use unlimited recruitment areas using 2000 Census data
- You have the ability to create custom recruitment areas, using combinations and weighting where necessary

REPORTS DISTRIBUTION SYSTEM (RDS)

Go Paperless Using the Reports Distribution System

The Reports Distribution System (RDS) included with *BALANCEaap* Web is a centralized, web-based repository where plans and reports can be viewed and exported. Preparing an AAP can result in creating numerous reports, even for a single plan, and if you are a larger organization that number can easily increase to hundreds of reports.

RDS gives you the convenience of creating a centralized AAP infocenter to share plan information, in a secure and controlled environment. You can easily publish reports and plans to the web, and give access to individuals as your planning objectives dictate. RDS is an environment-friendly option that saves time, paper, and staff resources by eliminating the need for printing, mailing, or burning CDs.

- Publish and share your plans on the web with unlimited users using our built-in, hassle-free automated Reports Distribution System
- Impress your management with easy to use, built-in, and exportable colorful graphs for several reports
- Export reports to a multitude of formats, including Adobe® PDF, Microsoft® Excel and Word, and Rich Text Format
- Publish Minorities and Females, and Disabled and Veterans narratives with embedded reports in PDF format.
- Select any group of departments within a plan, or Master plan of multiple plans, for comparison and drill-down reporting



Easy

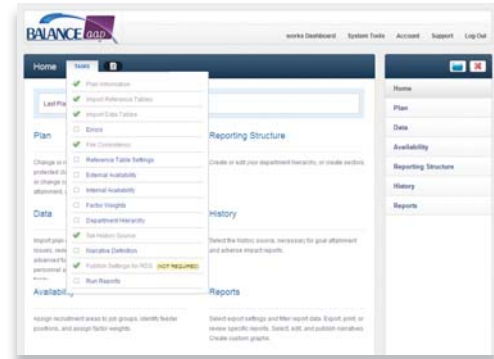
Point and Click Your Way to a Complete Plan

If you can “point and click,” you’re on your way to preparing your organization’s AAP. **BALANCE_{aap}** Web’s Tasks checklist displays a list of required steps to help you move through the planning process. Completed tasks are automatically checked off so you can keep track of your progress. For added support, **BALANCE_{aap}** Web’s Guide Me and Help features are available to offer further guidance. Whether you’re new to affirmative action or an experienced professional, **BALANCE_{aap}** Web includes help options to support users of all levels. For power users, **BALANCE_{aap}** also allows you to go directly to the function you need to perform.

Tasks Sections

Use the Tasks button to display a list of required tasks to complete your plan. **BALANCE_{aap}** Web covers the following tasks sections:

- Plan Information
- Import Reference Tables
- Import Data Tables
- Errors
- File Consistency
- Reference Table Settings
- External Availability
- Internal Availability
- Factor Weights
- Department Hierarchy
- Set History Source
- Narrative Definition
- Reports Distribution Settings
- Run Reports



Help Features

- Guide Me feature walks you through every phase of the planning process
- Keyword search on specific topics
- Complete your plan at any experience level—from beginner to advanced
- Quick reference information on terms and functions
- Guided data import from various file formats
- Fix data errors and inconsistencies, right on the screen; no need to re-import data

Backup & Restore

BALANCE_{aap} Web’s Backup and Restore features make it easy for you to correct mistakes if needed. The Backup feature saves your plan in its current state and users can revert back to this point at any time. This helpful function is valuable if mistakes are made during plan preparation. The Backup feature gives you a fall-back point to a time before the error occurred. The Restore function can be used to revert your backup plan to a previous state before changes were made.



SECURE

Layers of Safety and Security

BALANCE^{aap} Web offers the peace of mind that your data is safe and secure. The web-based environment provides a more stable user experience, and lowers the risk associated with computer viruses and crashes. BALANCE^{aap} Web also gives you full control over assigning permission levels so you can manage what users can access. You don't have to worry about losing your data in the event something happens to your computer. Your data is backed up and remains secure on our servers under biometric locks and constant surveillance protection.

Your Data is Protected and Secure

- Data and plans are secure on Berkshire servers under biometric locks for added security
- Regularly scheduled data backups and safe storage for disaster recovery
- BALANCE^{aap} web uses industry standard 128-bit Secure Socket Layer (SSL) encryption for data security
- Strong customizable password requirement, and encrypted data transport
- Plan-level security settings for limited access to plans and salary data



TECHNICAL SUPPORT

BALANCE^{aap} Web includes support with your subscription to provide technical help when you need it. Available by phone or by email, Technical Support business hours cover Eastern to Pacific Time zones. Technical support hours are from 8:30 a.m. – 8:00 p.m. EST Monday through Thursday and 8:30 a.m. – 5:00 p.m. EST on Friday.

BALANCE^{aap} Web TRAINING

Get the Most Out of Your Investment

To get the most out of your investment, we recommend training to ensure your staff is well-equipped with the understanding and know-how to effectively create, deploy, and monitor your AAPs.

BALANCE^{aap} Web Training

This training provides hands-on experience with BALANCE^{aap} Web, including setting up plans, importing data, evaluating and correcting data, developing source statistics, weighting availability, printing reports, analyzing personnel actions, creating department hierarchy, creating and editing draft narratives, and publishing reports. Participants will gain a full overview of the functions and practical experience using the application. After training, participants should be able to develop a plan with minimal assistance.

CONTACT US

For more information on BALANCE^{aap} Web
or to schedule a live demo, please contact Berkshire.

800.882.8904

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www.berkshireassociates.com

OTHER HELPFUL BERKSHIRE SOLUTIONS

Affirmative Action Consulting

- Collaborative plan preparation with *BALANCE_{aa}* Web
- AAP preparation outsourcing
- OFCCP audit support

Applicant Management Solutions

- Applicant management compliance assessment
- Applicant management process workshop
- Applicant tracking policy, process, and procedure development
- *BALANCE_{trak}* Applicant Management Application

Compensation

- Base Compensation Plan Development
- Market Studies
- Compensation Plan Audits
- Job Descriptions
- Salary Equity Analysis
- *BALANCE_{pay}* Salary Equity Software

Workforce Planning

- Workforce diversity
- Succession planning
- Adverse impact analyses
- *BALANCE_{pay}* Adverse Impact Calculator

HR Training

Training can be delivered as public training at Berkshire's training facility, self-paced online training, instructor-led training, or at your location.

Topics

- Affirmative Action
- Compensation
- Applicant Management
- Employee Performance
- Sexual Harassment and Anti-Discrimination
- Workplace Diversity
- Equal Employment Opportunity
- Human Resources Risk Management



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