

Affirmative Action Program Development and Implementation













McFarlin Develops & Implements Minority & Women Franchisee Solicitation Program

Spurred on by record \$173 million affirmative action Federal Court settlement, Texaco launches an initiative to improve the composition of its network of independent retailers to better represent the communities they service.

Objectives

To create a long-term, systematic program that would:

- Bring in new independent retailers who are Women, Minorities or otherwise socially and economically disadvantaged;
- Align with business objectives; and
- Promote and expand the Texaco convenience-store franchise.

Program Implementation

In business, it is one thing to create short-term solutions that are 'topical treatments' that fix current problems without addressing the long-term implications. It is quite another to create long-term, methodical solutions that complement and align with business objectives and therefore become fully integrated into the day-to-day operations.

- We designed a multi-faceted program that would solicit individuals who were socially and economically disadvantaged, screen them for basic business skills and entrepreneurial aptitude, provide them with retail petroleum and c-store operations training, and assist them to establish their own business with a Texaco conveniencestore franchise. We worked closely with a cross-functional team within Texaco to ensure that the program would have support of the whole organization and be integrated into the corporate operational structure.
- We assembled, categorized and summarized all domestic news articles covering issues of diversity in the workplace for management review. We created an introductory brochure to announce the program, prepared press releases, tracked press clippings, created and placed advertisements in minority and women's publications, researched and communicated with 450 minority-and women-advancement organizations nationwide to inform their memberships about the program.
- We formed a "Speakers' Bureau" and scheduled a national "Road Show" to promote the program in various communities across the country. We developed and produced a 30-minute audio/video exhibition for this promotion.
- We coordinated with Texaco regional organizations to arrange for program applicants to be tested and interviewed by regional personnel. We also managed day-to-day administrative needs and maintained a database that kept track of the status of all program applicants.

At the end of the 18-month extensive in-classroom and on-the-job training, the program provided business financing with special terms for program graduates to start their own business. This would ensure that the business would not be adversely impacted by short-term cash flow difficulties during the first couple years of operation.



Program Implementation Tools

Key program materials were developed to introduce, describe and help implement the program.



Introductory brochure was distributed to minority and women advancement organizations, print ad respondents and phone inquires.



Policies and procedures manual helped ensure consistent implementation and administration of the program within the Texaco organization.



Kit contained everything needed for a 30 minute presentation including sample questions and answers.





Digital Version of the Texaco Affirmative Action Program

Website was developed and launched to help introduce and describe the program.





Program Was Expanded to Shell

Following the launch of the Texaco Minority and Women franchisee recruitment program we implemented a similar ongoing program for Shell.

Key services included:

- We designed and maintained all of the program marketing and communication elements including separate informational websites for both brands.
- We designed and placed print advertising in targeted publications.
- We provided a phone response system with trained responders to walk those interested through the application process
- We contracted with a 3rd party firm to evaluate the applications, conduct interviews and make recommendations.



Comprehensive recruitment informational website we developed for the Shell affirmative action program.