

**Affinity Group Policy:**

Absher team members can start or join an affinity networking group that focuses on the interest Absher staff only. These affinity groups are in support of Absher’s mission to promote cultural understanding between all Absher staff.

**Guidelines:**

1. All officially recognized groups must be open to any Absher staff member (field, management or office) that identifies with that group (IE: Women’s group, Veterans’ group, Bike Riding group, LEED study group, Book Club, etc.).
2. Groups are for Absher staff only, no outside members. There is no limitation on group size.
3. Complete Absher’ Affinity Group application and send request to HR@AbsherCo.com for review and approval. The Affinity Group application is located on Absher’s ACE page Documents/Affinity Group. Applications are reviewed and approved within 30-days of request.
4. Structure – Each group will have the following roles.
	1. Corporate Sr. Leadership sponsor role
		1. The Corporate sponsor serves as a resource only to provide solutions, give support and focus and insure group agenda focuses on the positive.
	2. Group Coordinator role
		1. Responsible for the initiating the application.
		2. Will set up the initial communication for recruiting members.
		3. Responsible for insuring the group identifies a group Chairperson,
	3. Group Chairperson role
		1. Coordinates meetings, as needed.
		2. Completes funds requests and submits for approval.
		3. Completes and submits the annual report.
		4. Works with the Corporate Sponsor if resources or support is needed.
		5. Promotes the group within Absher Construction.
5. Officially sanctioned groups will have access to the following:
	1. Absher intranet sites to set calendars, share info, etc;
	2. Advertisement in Absher’s Internal newsletter for events/activities, soliciting members;
	3. Use of Absher’s office conference space for meetings.
6. Funding:
	1. Groups can request funding for any philanthropic activity or an activity that furthers Absher’s business interests (IE: Women’s group to have a speaker in from NAWIC; bike riders to enter the Fred Hutch Obliteride, etc.; LEED study group members to attend a conference, etc.)
	2. The Affinity Group Request Funds form is located on Absher’s ACE page under Documents/Affinity Group;
	3. Funds are available on a first come first served bases and approved by HR.
	4. Send all request to: HR@AbsherCo.com
7. Reporting:
	1. Yearly reporting is required by all groups requesting funding;
	2. Optional for groups that have no funding request during the calendar year;
	3. Suggested reporting details include not limited to:
		1. Name of Group
		2. Scheduled meeting dates
		3. Description of activities
		4. Pictures and or videos
		5. Impact statement
	4. Annual reports due in by November 30th each year