

ABOUT THIS SECTION (#3):

This section of the Equal Employment Opportunity Compliance Manual covers the review of the Equal Employment Opportunity Policy/Affirmative Action Statement with supervisory personnel, employees and unions (if applicable).

Each company must follow the “Required Action” steps and document all efforts by keeping copies of all letters that are sent to supervisors and managers, unions and employees in the Equal Employment Opportunity Compliance Manual.

Required Action: Review of Company EEO Policy and Actions with Supervisory Personnel

The contractor must review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions, including specific review of these items with on-site supervisory personnel (superintendents, general foreman, etc.) prior to the initiation of construction work on any site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.

Documentation: Check the appropriate box (yes or no) for action taken or documentation.

Note: If the "No" box is checked at any time throughout the checklist it is advisable to bring this to the Company Officer's attention immediately.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an annual review of EEO policy and affirmative action obligations with supervisory staff? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a record of such a review with the time, place, attendees, subject matter and disposition of subject matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a record of other meetings or discussions of the Company EEO policy with supervisory personnel? |

Required Action: Review of Supervisory Personnel Adherence to Company EEO Policy

The contractor must conduct review, at least annually, of all supervisors' adherence to and performance under the contractor's EEO policies and affirmative obligations.

Documentation: Check the appropriate box (yes or no) for action taken or documentation.

Note: If the "No" box is checked at any time throughout the checklist it is advisable to bring this to the Company Officer's attention immediately.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a record of the contractor's annual review? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a letter, reviewing the company EEO policy, sent to all supervisory personnel on an annual basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there monitoring of the supervisor's employment practices |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there notification to supervisors when adverse employment practices are detected? |

SAMPLE LETTER TO SUPERVISORS & MANAGERS

USE COMPANY LETTERHEAD

Date

Name, Title
Address
City, State Zip

Dear _____:

Company Name is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, physical impairment, weight, height, marital status or national origin.

There are often times when you are responsible for filling job vacancies. Attention should be given to distribution of minority and female personnel based on demonstrated skills, promotion potential, education, and experience.

When contacting employment sources, ask for minority and female referrals and always explain the company's reason for doing so.

It is the duty of each supervisor and manager to exert every care in being fair in the administration of this policy.

Should the occasion arise and we need to advertise in a written publication for help, please request that at the bottom of the advertisement the "Equal Opportunity Employer" block be added. Applications must conform to the company's Equal Employment Opportunity policies.

Signed,

E.E.O. Officer

Required Action: Publication of the EEO Policy

The contractor must publicize and disseminate the policy by providing notice of the policy to unions and/or training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations: by including it in any policy manual and/or collective bargaining agreement: by publicizing it in the company newspaper, annual report, etc.: by specific review of the policy with all management personnel and with minority and women employees at least once a year; and by posting the Company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

Documentation: Check the appropriate box (yes or no) for action taken or documentation.

Note: If the “No” box is checked at any time throughout the checklist it is advisable to bring this to the Company Officer’s attention immediately.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have unions (if applicable) or training programs been notified by letter of the company’s policy? Does the letter request their specific assistance and cooperation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the EEO policy included in the company policy manual and collective bargaining agreement (if applicable)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the EEO policy posted on company bulletin boards, in the office and at the project sites? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has management discussed the EEO policy with minority and women employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the policy been reviewed with all management personnel? |

Equal Employment Opportunity Policy Notice to Labor Unions or Other Organizations of Workers

To: _____
(Name of union or organization or workers)

The undersigned currently holds and will in the future hold in Michigan, federal and/or federal-aid contract(s) with Federal and State agencies and with political sub-divisions of the State of Michigan, and/or currently holds and will hold in the future hold subcontract(s) with a prime contractor or contractors holding federal and/or federal-aid contract(s).

Current federal and/or federal-aid contract(s) and/or subcontract(s) numbered:

In accordance with the Federal Civil rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the Age Discrimination Act of 1967, and their amendments, there shall be no discrimination against any employee or applicant because of race, religion, age, sex, color, national origin, handicapped or Vietnam of Disabled veteran status; furthermore, affirmative action shall be taken to ensure that qualified minority group, handicapped, female, and Vietnam or Disabled Veteran applicants are employed, and that employees shall be treated equally during the employment and without regard to any of the above.

The contractor further agrees to provide a reasonable accommodation to any otherwise qualified individual with a disability unless the accommodation would cause an undue hardship, as and to the extent required by the Americans with Disabilities Act.

This obligation not to discriminate in employment and to take affirmative action to ensure nondiscrimination includes, but is not limited to, the following:

- Employment, Upgrading, Demotion or Transfer
- Recruitment or Recruitment of Advertising
- Layoff or Termination
- Rates of Pay or Other Forms of Compensation
- Selection of Training, including Apprenticeship, Pre-Apprenticeship and/or On-The-Job-Training

This notice is furnished you pursuant to the provisions of Executive Order 11246, as amended, and Title VII of the Federal Civil Rights Act of 1964.

(Signed)

(Date)

Copies of this notice will be posted by the above signed in conspicuous places available to employees or applicants for employment.

SAMPLE LETTER TO UNION

If your company uses Unions as an employment source.

USE COMPANY LETTERHEAD

Date

Union Name

Address

City, St. Zip

Dear _____:

Company Name is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, physical impairment, weight, height, marital status or national origin.

In policy statements, all international Unions have declared a firm commitment to this type of policy in coordination with the Civil Rights Act of 1964 and Executive Order No. 11246.

To this end, we earnestly solicit your help by engaging in aggressive recruitment for minorities and females.

Thank you in advance for your assistance in this matter.

Signed,

E.E.O Officer

Equal Employment Opportunity Policy Notice to Labor Unions or Other Organizations of Workers

To: _____
(Name of union or organization or workers)

The undersigned currently holds and will in the future hold in Michigan, federal and/or federal-aid contract(s) with Federal and State agencies and with political sub-divisions of the State of Michigan, and/or currently holds and will hold in the future hold subcontract(s) with a prime contractor or contractors holding federal and/or federal-aid contract(s).

Current federal and/or federal-aid contract(s) and/or subcontract(s) numbered:

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The contractor further agrees to provide a reasonable accommodation to any otherwise qualified individual with a disability unless the accommodation would cause an undue hardship, as and to the extent required by the Americans with Disabilities Act.

This obligation not to discriminate in employment and to take affirmative action to ensure nondiscrimination includes, but is not limited to, the following:

- Employment, Upgrading, Demotion or Transfer
- Recruitment or Recruitment of Advertising
- Layoff or Termination
- Rates of Pay or Other Forms of Compensation
- Selection of Training, including Apprenticeship, Pre-Apprenticeship and/or On-The-Job-Training

This notice is furnished you pursuant to the provisions of Executive Order 11246, as amended, and Title VII of the Federal Civil Rights Act of 1964.

(Signed)

(Date)

Copies of this notice will be posted by the above signed in conspicuous places available to employees or applicants for employment.

SAMPLE LETTER OR NOTICE TO EMPLOYEES OF E.E.O. POLICY

USE COMPANY LETTERHEAD

NOTICE

Date

To All Employees:

Company Name is committed to nondiscrimination in employment. Any person who applies for a job with this company will not be discriminated against because of race, color, religion, sex, age, physical impairment, weight, height, marital status or national origin.

All qualified applicants are welcome to apply for jobs with this company. There will be no exceptions to this company policy.

Signed,

E.E.O Officer