

# Company Name

## EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE MANUAL



*Michigan Infrastructure &  
Transportation Association*

# INTRODUCTION

**Enclosed is your Equal Employment Opportunity Compliance Manual.**

A prime contractor or subcontractor on a federally assisted construction project assumes the obligation to take whatever affirmative actions are necessary to assure equal employment opportunity in all aspects of employment, irrespective of race, color, religion, sex, age, physical impairment or national origin, it is expected that a contractor will carry out that part of the contract pertaining to equal employment opportunity with the same amount of thought and action as any part of the contract.

The obligation to comply with the affirmative action standards is the contractor's. The minimal action and documentation required to maintaining a compliance posture follows. **Remember, a deficiency in one area may be cause for a finding of noncompliance.**

The manual has been designed to assist you and your employees to maintain documentation requirements put forth by the Office of Federal Contract Compliance. These documents include various checklists that are suggested guidelines to assist the contractor in taking affirmative action and documenting those steps. The checklists may be reproduced for that purpose. Samples are also included in most sections.

This manual is intended to provide referral information, but is not intended to provide advice for every specific situation. It is not to be construed as a substitute for any federal, state, or local rules that deal with compliance of equal employment opportunity. The use of sample materials provided in this manual does not guarantee that a contractor will be in compliance under the Civil Rights Act of 1964 or under Executive Order 11246. Every contractor is urged to examine the specific conditions and local factors, which control one's equal employment opportunity posture. In some instances, local conditions may require the modification of the sample materials before the individual contractor finds them usable. This manual is not legal advice and each employer should contact legal counsel if general or specific questions arise.

Neither MITA, nor its officers; directors, employees, members or publishers may be held responsible in any manner for damage or loss on any action whatsoever resulting from inconsistencies or omissions in this manual.

**Your success or failure in convincing regulatory agencies that you have complied with the required documentation procedures rests entirely with you. The mere existence of this manual does not guarantee compliance. All good faith efforts to comply with the appropriate rules must be put into practice. This manual will only help you in OFCCP audits if its instructions have been followed and the records have been maintained in each appropriate section.**

# **EEO COMPLIANCE MANUAL**

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