

2015 Recommendations for AFFIRMATIVE ACTION

1. CONTRACTORS EEO POLICY & DISSEMINATION OF EEO POLICY

- Provide copy of the firm's annual EEO policy statement.
- Assure your firm's annual EEO submission is posted at the worksite and the home office.
- Provide a copy of the firm's employee handbook containing the EEO policy.
- Provide a new employees orientation checklist containing the EEO policy references.
- Provide a copy of the annual meeting EEO presentation outline with a roster of attendees attached.

2. AUTHORITY AND RESPONSIBILITY OF THE EEO OFFICER

- Provide the firm's organization chart with names and titles of the principals in the review.
- Assure contractor's employees know the name of EEO officer and contact information.
- Conduct semi-annual meetings with company supervisory personnel concerning EEO responsibilities and required contract provisions.

3. PERIODIC EEO MEETINGS

- Provide a dated list of all project site meetings with EEO topics and the date of the semi-annual supervisor training with EEO topics discussed.

4. NOTICES AND POSTERS ON BULLETIN BOARD

- Assure the required posters and notices are posted on the project site bulletin board.
- Assure all subcontractor EEO Policy Statements are posted on the project site bulletin board.
- Assure the project site bulletin board is located outside of any structure and is accessible to employees and applicants.

5. ADVERTISING AS AN "EEO EMPLOYER"

- Provide a copy of the company's stationary with "Equal Opportunity Employer" imprinted. a copy of the firm's employee application form on which Equal Opportunity Employer is imprinted and a copy of all printed advertisements related to the review.

6. RECRUITMENT – SYSTEMATIC AND DIRECT RECRUITMENT EFFORTS WITH SOURCES LIKELY TO YIELD MINORITIES AND WOMEN APPLICANTS

- Provide copies of log entries, telephone records or file notes documenting recruiting contacts with education or training institutions soliciting minority and women applicants.

7. EDUCATE ALL NEW SUPERVISORS WITHIN 30 DAYS REPORTING TO DUTY

8. ENCOURAGE PRESENT EMPLOYEES TO REFER MINORITIES AND WOMEN FOR EMPLOYMENT

- Submit Form 1444 to add missing job classifications within ten (10) days of finding that there is an omitted job classification

9. EVALUATE THE SPREAD OF WAGES TO DETERMINE IF DISCRIMINATION EXISTS

- Provide a list of all EEO complaints investigated by the firm in the preceding twelve months by type. (Sex, race, color, age, national origin, disability)

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10. **ENSURE NON-SEGREGATED FACILITIES**
11. **PROVIDE OUTREACH TO INCREASE THE TRAINING OF MINORITY AND WOMEN**
12. **AFFIRMATIVELY ENSURE THAT MINORITIES AND WOMEN ARE EMPLOYED IN ALL OCCUPATIONS, CRAFTS AND JOB CLASSIFICATIONS ON AN EQUAL BASIS (MONTHLY UTILIZATION REPORT)}**
13. **PROVIDE PROCEDURES USED BY THE PRIME TO MONITOR SUBCONTRACTORS COMPLIANCE OF THE NONDISCRIMINATION, EO AND EEO OBLIGATIONS**
 - Provide a copy of the subcontractor notification to provide the prime a current signed copy of their EEO Policy statement.
14. **THE NEED FOR ADEQUATE RECORDS AND REPORTS**
 - Provide a signed certification that the firm retains EEO related information no less than three years from the time of the project's final acceptance by GDOT.
 - Provide a copy of the firm's latest PR 1391 report (companywide, project and home office) and one for each sub-contractor who is active on the project.