CHAPTER 3

COMPANY EEO/AA REQUIREMENTS

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Section 3.1

GENERAL INFORMATION

3.1.1 Purpose

Companies serving as contractors on FDOT contracts are required to comply with certain requirements that exhibit their company's permanent commitment to Equal Employment Opportunity and Affirmative Action (EEO/AA).

Certain elements of the Construction Contract Compliance Program are designated as company requirements. A contractor's company EEO/AA documents and data are reviewed by district and/or project level compliance staff in determining compliance.

3.1.2 Scope

All primes and/or subcontractors, active on one or more FDOT construction contracts are to conform to company EEO/AA requirements.

3.1.3 Company EEO/AA Elements

The following elements listed below are included in company EEO/AA requirements. Subsequent sections of this workbook detail each element and associated record keeping suggestions.

- EEO/AA Policy, Plan, Officer, and Program
- Supervisory and Office Personnel EEO Meetings
- Company-Wide EEO Reports
- Contractor Recruitment Program
- Nonsegregated Facility

3.1.4 Company EEO/AA Requirements

Four characteristics guide the determination as to which contracts are subject to company EEO/AA requirements:

- Contract Funding
- Original Contract Days
- Original Contract Dollars
- Type of Work

Refer to Workbook Section 1.7, “Compliance Requirement Summary” for an overview of company EEO/AA requirements. Additional sections in Chapter 2 provide details regarding each company’s EEO/AA element.

Section 3.2

EEO/AA POLICY, PLAN, OFFICER AND PROGRAM

3.2.1 Purpose

Contractors must establish and implement a company policy and plan containing specified minimum commitments pertaining to nondiscrimination, Equal Employment Opportunity and Affirmative Action (EEO/AA).

3.2.2 Overview

At a minimum, contractors are required to implement the following:

WRITTEN POLICY & PLAN
Document and implement, through signature of company officer, an EEO/AA Policy and Plan and adhere to its requirements.

SELECTION AND ANNOUNCEMENT OF EEO OFFICER
Ensure continuous appointment of an EEO Officer and disseminate the officer's name and contact data to FDOT.

COMMUNICATION OF POLICIES, PLANS AND OFFICER
Develop, implement, and maintain a communication/dissemination program for on-going announcement of EEO/AA Policy and Plan and EEO Officer to employees, applicants, contractors and other parties of interest.

DEVELOPMENT OF PROGRAMS TO IMPLEMENT POLICIES/PLANS
Develop, implement, and regularly evaluate programs for achieving the EEO/AA Policy and Plan.

RECORD KEEPING
Maintain a continuous written record documenting policy, plan, officer designations, programs, communications, disseminations, analysis, effectiveness assessments, etc.

3.2.3 Model Policy and Plan

Typically, the duties of the EEO/AA Officer are included in EEO/AA Policy and Plan but, the actual name and contact information of the appointee is omitted. Contractors must notify FDOT of EEO Officer appointments and changes. Contractors do not send their EEO/AA Policy and Plan to the Equal Opportunity Office.

Contractors may adopt the model EEO/AA Policy as follows:

1. Print the first page of the document on company stationery ("letterhead") that indicates the company's name, mailing address, phone number, etc.

2. Complete the box on the top of page 1 of 6 of the model EEO/AA Policy and Plan and the box on the Office Designation page (6 of 6) as follows: print the company's name in the "___" space; next to "Date" print the month/day/year the policy is being signed; record the signature of the company's Chief Executive Officer, President or Chairperson in the space next to "by" and print the full first and last name and position title of the official signing the policy.

3. Print the EEO Officer's full name, email address, business mailing address, and phone number on the officer designation page.

The completed model may now be considered an official contractor policy and officer notice. These may be copied or otherwise duplicated for dissemination and communication, internally and externally. See Attachment 3.2.1 for an example of how a contractor documents adoption of the model EEO/AA Policy Notice and Designation of EEO Officer. Contractors do not send their EEO/AA Policy and Plan to the Equal Opportunity Office.

All contractors are to ensure that only current information regarding their EEO Officer is disseminated with their EEO/AA Policy and Plan. When changes occur to the EEO Officer and/or their contact data, all contractors must complete a new Officer Designation page (last page in model EEO/AA Policy and Plan) for use in dissemination of their policy. See Section 3.2.5 for information on how to officially communicate EEO Officer changes to FDOT.

Contractors are advised that there is no routine submission of EEO/AA Policies to FDOT: contractors should not submit their EEO/AA Policy and Plan to the Equal Opportunity Office.

3.2.4 Selection of EEO Officer

When selecting employees to serve as EEO Officer, contractors should consider several factors. Those appointed to serve should have knowledge and authority to effectively perform and:

- Be considered an official of the company (but not necessarily be an officer of the company)
- Have meaningful interaction with principals of the company
- Have authority and responsibility for evaluating, recommending and implementing an effective program
- Be accountable for the on-going execution, evaluation and re-direction of this area

- Be capable of and willing to effectively administer and promote an active EEO/AA program

3.2.5 Communicating EEO Officer Designation to FDOT

Contractors notify FDOT Equal Opportunity Office of their EEO Officer by email submission of the Notification to FDOT of EEO Officer Form (275-021-13) to:

EEOforms@dot.state.fl.us

Contractors do not send their EEO/AA Policy and Plan to the Equal Opportunity Office. The Equal Opportunity Office in Tallahassee will continue to enter the contractor's EEO Officer data in the EOR computer system and that data may then be viewed by District Compliance personnel and project Resident Compliance Specialists. The contractor will enter this data in the EOC System after Phase II implementation.

3.2.5.1 Directions for Completing the Notification to FDOT of EEO Officer Form (275-021-13)

This form is used by prime contractors and subcontractors to communicate to FDOT the appointment of an EEO Officer and to provide EEO Officer contact data. The form is also used to update that information in the event of new appointees, name changes or contact data changes. The subcontractor emails the completed form to:

EEOforms@dot.state.fl.us

The contractor will receive a letter acknowledging that the EEO Officer information has been input into EORS; a copy of the form will not be returned to the contractor.

General: Complete all boxes each time this form is submitted. Contractors do not send their EEO/AA Policy and Plan to the Equal Opportunity Office.

Section 1: Project Identification

Box 1: Company Identification – The name of the contractor.

Box 2: FEID No. – The contractor's Federal Identification Number

Box 3: Home Office Mailing Address (Street) The contractor's home office street address; if the business home office is outside of Florida, indicate the address of the Florida Home Office.

Box 4: Home Office Mailing Address (City, State, Zip) The contractor's home office city, state and zip code; if the business' home office is outside of Florida, indicate the address of the Florida Home Office.

Box 5: Main Phones No. – Area code and phone number of contractor's main business phone

Box 6: Fax Number No. – Area code and phone number of contractor's main fax

Box 7: What is Being Changed? – Mark 'Yes' or 'No' to indicate if this is the company's initial submission of EEO Officer information; if a new person has been appointed as EEO Officer, if the appointee of record had a name change, or if the appointee's contact data is being updated.

Section 2: EEO Officer Identification

Box 8: Name of EEO Officer – First name, middle initial and last name of EEO Officer

Box 9: EEO Officer's Working Title- job title if the EEO Officer has other duties (e.g. Treasurer, Manager of Contract Services, etc.)

Box 10: Work Address of EEO Officer (Street) - address of EEO Officer's office

Box 11: Work Address of EEO Officer (City, State, Zip) - address of EEO Officer's office

Box 12: EEO Officer Phone Number- area code and phone number for EEO Officer

Box 13: EEO Officer Fax Number- area code and fax number for EEO Officer

Box 14: EEO Officer email address- EEO Officer Email address

Section 3: **Signature of Corporate Official**

Box 15: Appointing Official's Signature-Signature of Company Official responsible for EEO Officer Appointment

Box 16: Date (Mo/Day/Year) date appointing official signs this Notification form

Box 17: Official's Name (printed)-printed first name and last name of person signing Box 15

Box 18: Official's Title (printed) -printed title of person signing Box 15 (e.g. President, CEO, etc.)

Section 4: Processing of Notification (This section is completed by FDOT)

Box 19: Processed by first and last name of person processing the Notification

Box 20: Date Processed- date processing is completed

3.2.6 Communication of EEO Policy, Plan, and Officer to Employees, Businesses and the Public

Regular communication and dissemination of EEO/AA policy, plan and officer designation is required. This includes written, verbal, visual, electronic, or any other communications issued internally and externally to employees, applicants, the public, and to other businesses and contractors.

The last page of the model EEO/AA Policy and Plan is outlined for identifying the EEO Officer's name and contact data. This page should be included when the EEO Policy is distributed and posted.

Communication used for employees should be broad based and verifiable and the methods may include meetings, employee handbooks, company newsletters, notices, bulletin board postings, websites, payroll stuffers, solicitations for employment and other appropriate means.

3.2.7 EEO/AA Program Development and Implementation

The contractor develops, implements, and maintains an EEO/AA *program* to:

Achieve and sustain commitments cited in the adopted EEO Policy
Effectively fulfill the 16 steps cited in the adopted EEO/AA Plan
Ensure reporting and proper administration of complaints
Ensure accurate assessment and redirection of practices
Record and measure related activities

The contractor's EEO/AA *program* addresses all personnel-related activity including:

Hiring, firing, compensation, assignment, classification of employees, transfer, promotion, layoff, recall, job advertisements, recruitment, testing, use of company facilities, training and apprenticeship programs, fringe benefits, pay, retirement plans, disability leave, and any other terms and conditions of employment

Contractors customize the model EEO/AA Policy and Plan through the development of *programs* that implement the commitments contained in that model.

The contractor's EEO/AA *program* is congruent with the adopted EEO/AA Policy and Plan. The contractor is to exhibit, with good faith, specific and results-oriented actions to transform their EEO Policy and Plan from commitments on paper to actual equal employment practices and opportunities.

At a minimum, effective EEO/AA programs shall contain, but are not limited to:

- On-going communication and dissemination, internally and externally of the policy and plan
- Continuous designation of a knowledgeable employee capable of fulfilling officer duties
- Assignment of responsibilities to various personnel for development and implementation of programs for implementing policies and plans
- Application of the EEO/AA policy and plan to each personnel related area
- Design and implementation of an on-going internal evaluation and audit system for measuring and evaluating achievements in each area and for identifying improvement opportunities
- Active support of local, state and/or national community action programs targeted at the employment opportunities of minorities and women
- Identification and development of action-oriented programs for achieving and sustaining improvements.

3.2.8 Record Keeping

Contractors are to maintain and make available a written record documenting their EEO/AA Program and all activities associated with it. The model EEO/AA Policy and

Plan plus contract document FHWA-1273 delineates documentation requirements. The Equal Opportunity Office State Contract Compliance Manager and/ or a District Contract Compliance Manager may require additional documents on a case-by-case basis in order to confirm contractor compliance.

Attachment 3.2.1
Example of Contractor Adoption of Model EEO/AA Policy and Plan and EEO Officer Designation

EEO/AA POLICY & PLAN PAGE 1 OF 6

JLLK Construction Co.
1244 SW 33 St, Anywhere, FL 33342
Phone: (943) 333-4444

JLLLK CONSTRUCTION, INC. **hereafter referred to as 'the Company' or 'this Company' has adopted this policy and plan**
Date: 1/18/2003 **By:** *John L. King*
John L. King, President

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION (EEO/AA) POLICY AND PLAN

EEO/AA POLICY STATEMENT

It is the policy of this Company to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this Company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of this Company not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, and national origin, disabilities or Vietnam Era and Special Disabled Veterans status.

This Company will take affirmative action to assure equal employment opportunity to all qualified persons, and that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay or other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

EEO OFFICER DUTIES

It is the policy of this Company to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with this policy. The EEO Officer has responsibility for effectively administering and promoting an active program of equal employment opportunity. The EEO Officer will coordinate the EEO efforts of superintendents, supervisors, foremen and others in the position of hiring personnel.

This Company's EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the Company's program. The EEO Officer will ensure that this policy and plan is being carried out.

EEO/AA PLAN

It is the policy of this Company that there is not any discrimination by virtue of race, religion, color, age, sex, national origin, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The Company has affirmative action obligations in the hiring of minorities, females, disabled and veteran's applicants.

We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, religion, color, age, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. The Company will not transfer minority or female employee or trainees from one Company to another or from project to project for the sole purpose of meeting goals.

This Company shall take specific affirmative action's to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. This Company will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all foremen, superintendents and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have employment opportunities available, and maintain a record of the organization's responses.

3. Maintain a current file of the names, addresses and telephone numbers of each minority and females off-the-street applicant or female referral from a union and minority or female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the Union hiring hall for referral and was not referred back to the company by the union or, if referred, not employed by the Company, this shall be documented in the File with the reason therefore, along with whatever additional actions the company may have taken.

4. Provide immediate written notification to the Director when the union or unions with which we have a collective bargaining agreement have not referred to us a minority person or woman sent by us, or when we have other information that the union referral process has impeded our efforts to meet our obligations.

5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the company's employment needs, especially those programs funded or approved by the Department of Labor. We shall provide notice of these programs to the sources complied under "2" above.

6. Disseminate the Company EEO Policy notice by providing notice to the unions and training programs and requesting their cooperation in assisting us in meeting our EEO obligations; by including it in any policy manual and 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 all minority and female 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.

7. 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 onsite supervisory personnel such as Superintendents, General Foremen, etc. prior to the initiation of construction work at any job 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.

8. Disseminate the Company EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media and providing written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.

9. Direct our recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to female recruitment and training organizations serving our recruitment area and our employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, we shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

10. We will encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth, both on the site and in other areas of our workforce.

11. Validate all test and other selection requirements meet the requirements of 41 CFP Part 60-3.

12. Conduct at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc., such opportunities.

13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.

14. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.

15. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

RECORDS

This Company will keep records to monitor all employment related activity to ensure that the company's EEO policy is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.

REPORTING OF COMPLAINTS

If at any time anyone feels he or she has been discriminated against because of sex, race, religion, color, age, national origin, disabilities, or Vietnam Era and Social Disabled Veteran status, they should report this matter to the company EEO Officer whose name and contact information is communicated along with this policy.

The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken, and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other that the complainant, such corrective actions shall include such other persons.

Upon completion of each investigation, the EEO Officer will inform every complainant of all of their avenues of appeal. The following are the addresses for avenues for appeals.

Company EEO Officer See name and contact information subsequently shown or posted.	Florida Commission on Human Relations 2009 Apalachee Parkway Suite 100 Tallahassee, Fl 32301 - 4857 (850) 488-7082 or (800) 342-8170
U.S. Dept. of Labor, Regional Director Office of Federal Contract Compliance 61 Forsyth Street, SW, Room 7B-75 Atlanta, GA 30303 (404)-562-2424	U.S. Federal Highway Administration 227 N. Bronough Street, Room 2015 Tallahassee, Fl 32301 (850) 942-9650
U.S. Equal Employment Opportunity Commission Miami District Office One Biscayne Tower, Suite 2700 Miami, Fl 33131 (800) 669-4000	U.S. Equal Employment Opportunity Commission Tampa District Office 501 East Polk Street, Suite 1020 Tampa, Fl 33602 (800) 669-4000

EEO OFFICER DESIGNATION: ACCOMPANYING EEO/AA POLICY & PLAN PAGE 6 OF 6

JLLK Construction Co.
1244 SW 33 St, Anywhere, FL, 33342
Phone: (943) 333-4444

JLLLK CONSTRUCTION, INC. has made the following designation in regard to EEO/AA policy and plan.
Date: 1/18/2003 By: *John L. King*
John L. King, President

EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

EEO OFFICER

NAME: **JAYNE LEWIS**

ADDRESS: **JLLK CONSTRUCTION, INC.**
XXXX SW XX St.
Anywhere, Fl XXXXX

PHONE: **XXX-XXX-XXX**

Section 3.3

SUPERVISORY AND PERSONNEL OFFICE EEO MEETINGS

3.3.1 Purpose

Contract provisions and laws require that contractors routinely inform supervisory personnel and others involved in personnel matters of all aspects of their equal employment opportunity (EEO) obligations as a contractor on FDOT highway and bridge construction projects. This information is typically presented in group meetings and individual orientations.

3.3.2 Attendees

Two groups are targeted for attendance:

Supervisory employees
Office employees influencing personnel actions

The supervisory group includes employees or agents of the contractor, working at project sites as well as in the offices, who are authorized to initiate, approve or otherwise influence one or more of the following types of personnel actions on any employee of the company:

- ✓ Hire
- ✓ Promote
- ✓ Supervise
- ✓ Discharge

Examples of persons typically included in the supervisory group are officers of the corporation, officials, directors, managers, supervisors, superintendents, and foremen/women.

The office group includes employees or agents of the contractor working in offices or at project sites who may influence personnel actions. Persons in this group may not be directly authorized to initiate or approve the personnel actions listed above. The duties of persons in this group may none the less influence, officially or unofficially, the personnel actions of one or more in the supervisory group. An example of one who is typically included in this group is the employee who has one or more of the following employment related duties: greet applicants, distribute applications, maintain the log of applicants, call applicants to schedule interviews, etc.

3.3.3 Timeframes

Within thirty (30) days of hire or appointment, supervisory personnel and others involved in personnel matters are to be oriented in the required major topics and a record of that orientation (date, topics, etc.) is to be maintained.

At six-month (6) intervals, meetings are to be held with all employees in the supervisory and office groups addressing required major topics. One or more meetings may be required in each time frame in order to include all who must attend. The company EEO Officer conducts this meeting.

3.3.4 Content

Each of the following major topics will be addressed during individual orientations and EEO meetings:

- EEO Policy and Affirmative Action Plan
- Identification of EEO Officer
- Workforce Diversity and Recruitment
- Wages and Payrolls
- Bulletin Boards
- Interviews by State /Federal Representatives*
- Training Opportunities
- Utilization of Disadvantaged Businesses

An outline of subjects that will typically be covered in each of the topics should be developed and it forms the foundation for the contractor's development of full meeting scripts and individual orientation programs.

3.3.5 Record Keeping

FDOT Form Number 275-021-05, 'Record of Supervisory and Personnel Office EEO Meeting' may be used to document compliance.

3.3.5.1 Directions for completing the "Record of Supervisory and Personnel" Office EEO Meeting (Form No. 275-021-05)

Box 1: Company's official name.
Box 2: Month, day and year the meeting was held.
Box 3: Record the company's Federal Identification Number or FDOT vendor number.
Box 4: First and last name of the company EEO Officer.
Box 5: Indicate if the meeting being documented is an individual orientation or a group EEO meeting.
Box 6: Physical address where meeting was held.

Box 7: Signature of EEO Officer certifying meeting.
Box 8: Informational only.
Box 9: Attendees of the meeting will print their full name, title and provide their signature confirming meeting attendance

Section 3.4

COMPANY-WIDE EEO REPORTS

3.4.1 Purpose

Workforce data by job category, race and sex is used throughout the Florida Department of Transportation (FDOT) in analyzing contractor compliance. Contractors are required to furnish a complete Company-wide EEO Report for the State of Florida during a compliance review or upon request by FDOT to analyze the contractor's workforce for EEO diversity.

3.4.2 Reported Workforce

Data is recorded in the format shown on the Contractor's Company-wide EEO Report Form No. 275-021-07. All full-time and part-time employees who were employed in Florida during the specified payroll period must be accounted for by sex and race for each of the fifteen (15) job categories. The workforce reported includes those assigned to FDOT federally and nonfederal funded highway and bridge construction projects.

3.4.3 Report Timeframes

Reports should be based upon the pay period specified by FDOT or FHWA at the time of request.

3.4.4 FDOT Adoption of U.S. EEOC Race Codes and Job Categories

FDOT has adopted, effective July 2009, the seven category race codes and revised job categories developed by the Equal Employment Opportunity Commission ("USEEOC") Race code changes (summarized in Attachment 3.4.4 Race Code Comparisons') include the following:

A. A new race category titled 'Two or More Races' is added.
B. 'Asians' and 'Pacific Islanders have separate categories.
C. 'Black' is renamed to 'Black or African American'.
D. 'Hispanic' is renamed to 'Hispanic or Latino.

The Job Category 'Clerical' has been renamed "Administrative Support Workers" on the following EEO Reports:

Contractor Company- Wide EEO Report, Form 275-021-07
Contractor's Project EEO Report, Form 275-010-12
Contractor's Annual July EEO Report, Form 275-021-08
Summary of July Employment Data, Form 275-020-01

Attachment 3.4.4
Race Code Comparisons

PREVIOUS/OBSOLETE RACE CODES		RACE CODES FOR FDOT REPORTING BEGINNING WITH JULY 2009	
White (Not of Hispanic Origin)	Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	**White(not Hispanic or Latino)**	Same
Black (Not of Hispanic Origin)	Persons having origins in any of the Black racial groups of Africa.	**Black or African American (not Hispanic or Latino)**	Same
American Indian-Alaskan Native	A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.	**American Indian or Alaskan Native (not Hispanic or Latino)**	A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
Asian or Pacific Islander	Persons having origins in any of the original peoples of the Far East, Southeast Asian, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa and on the Indian subcontinent, includes India, Pakistan, Afghanistan, Bangladesh, Sri-Lanka, Nepal, Sikkim and Bhutan.	**Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)**	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
N-A		**Asian (not Hispanic or Latino)**	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent Including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Hispanic	Persons of Mexican, Puerto Rican, Cuban, Central of South American or other Spanish culture or origin, regardless of race. Excludes persons of Portuguese descent or persons from Central or South America not of Spanish origin or culture.	**Hispanic or Latino**	A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.
N/A		**Two or More Races (not Hispanic or Latino)**	A person who identifies with more than one of the other races.

3.4.5 EEO Job Category of Classifications

Attachment 3.4.5 lists craft and labor classifications typical in highway and bridge construction. Not all of the classifications listed are routinely shown on published Wage Determinations (wage tables); many require submission of an Additional Classification Request, Form (700-010-07). A recommended list of Classification Titles and allowable substitutes is planned for publication by the State Construction Office in 2013.

Contractors report their workforce to the Department on EEO Reports (Company-wide EEO Report (275-021-07), Project EEO Report (275-010-12) and the Annual July EEO Report (275-021-08). Directions for completing each of the EEO reports are contained in this Workbook. On these EEO reports, the individual classifications of employees are assigned to broad EEO Job Categories.

The EEO category of a classification is the same regardless if the employee is a journeymen/women, apprentice or an On-the-Job Trainee. For example, a Rough Roller Trainee, and a Rough Roller Operator would each be included in the job category of Equipment Operator.

Attachment 3.4.5
EEO Job Category of Classifications

Abbreviations:

EQ OP	= Equipment Operator	MEC	= Mechanics
T D	= Truck Driver	IRON	= Ironworker
CRP	= Carpenters	CEM MAS	= Cement
EL	= Electricians	PIP PLM	= Pipefitters, Plumbers
PNTR	= Painters	SEMI SK LAB	= Semi Skilled Laborer
		UNS LAB	= Unskilled Laborer

CLASSIFICATION (Alphabetical Order)	EEO JOB CATEGORY										
	EQ OP	MEC	T D	IRON	CRP	CEM MAS	EL	PIP PLM	PNTR	SEMI SK LAB	UN SK LAB
Aggregate Spreader Operator	XX										
Asphalt Distributor Operator	XX										
Asphalt Mixing Operator	XX										
Asphalt Paving Machine Operator	XX										
Asphalt Plant Drier	XX										
Asphalt Plant Operator	XX										
Asphalt Quality Control										XX	
Asphalt Raker										XX	
Asphalt Screed Operator	XX										
Asphalt Shoveler										XX	
Asphalt Shuttle Buggy Operator	XX										
Auger Operator	XX										
Backhoe Operator	XX										
Blender Operator	XX										
Bobcat Operator	XX										
Boom/Auger Truck Operator	XX										
Boring Machine Operator	XX										
Bridge Carpenter					XX						
Cable Barrier Installer										XX	
Carpenter					XX						
Cement Mason					XX						
Cement Truck (Multi Axle) Truck Driver			XX								
Common Laborer											XX
Concrete Bridge Screed Operator	XX										
Concrete Finisher						XX					
Concrete Finishing Machine Operator	XX										
Concrete Grooving Machine Operator	XX										
Concrete Joint Saw Operator	XX										
Concrete Mixing Operator	XX										
Concrete Paving Longit/Finish Operator	XX										
Concrete Paving Subgrade Operator	XX										
Concrete Pump Operator	XX										
Concrete Screed Operator	XX										
Concrete Slip Form Machine Operator	XX										
Crane, Derrick or Dragline Operator	XX										
Crew Boat Operator										XX	
Deckhand										XX	
Directional Boring Machine Operator	XX										
Distributor Truck Driver			XX								
Diver										XX	
Diver-Tender										XX	
Drill Rig Operator	XX										

Attachment 3.4.5 (continued) EEO Job Category of Classifications

CLASSIFICATION (continued) (Alphabetical Order)	EEO JOB CATEGORY										
	EQ OP	MEC	T D	IRON	CRP	CEM MAS	EL	PIP PLM	PNTR	SEMI SK LAB	UN SK LAB
Drilling Machine Operator	XX										
Dozer Operator	XX										
Dump Truck Driver			XX								
Earthmover Operator	XX										
Earthwall Erector										XX	
Electrician							XX				
Electronics Technician							XX				
Erosion Control Specialist										XX	
Excavator Operator	XX										
Fence Erector										XX	
Fiber Optic Splicer							XX				
Fiber Optic Technician							XX				
Field Service Mechanic		XX									
Finish Roller Operator	XX										
Flagger										XX	
Form Setter					XX						
Forklift Operator	XX										
Front End Loader Operator	XX										
Fuel & Lube Specialist		XX									
General Laborer										XX	
Gradall Operator	XX										
Grade Checker										XX	
Grader/Blade Operator	XX										
Grounding Installer							XX				
Guardrail Erector										XX	
Guard Rail Post Driver Operator	XX										
Handrail Erector										XX	
Highway Striping Painter	XX										
Highway Striping Machine Op)	XX										
Iron-Reinforcing				XX							
Iron-Structural Worker				XX							
Iron Worker				XX							
ITS Installer or ITS Technician (Intelligent Transportation System)										XX	
Jack and Bore Machine Operator	XX										
Laborer, Unskilled											XX
Landscape Technician										XX	
Landscape & Irrigation worker										XX	
Loader Operator (any)	XX										
Lowboy Driver			XX								
Lute man Or Asphalt Lute man										XX	
Mason/Bricklayer						XX					
Mason Tender						XX					
Material Truck Driver			XX								
Milling Machine Grade Checker										XX	
Milling Machine Operator	XX										
Motor Grader Operator (all)	XX										
Mulching Machine Operator	XX										
Multi Rear Axle Truck Driver			XX								

Attachment 3.4.5 (continued) EEO Job Category of Classifications

CLASSIFICATION (continued) (Alphabetical Order)	EEO JOB CATEGORY									
	EQ OP	MEC	T D	IRON	CRP	CEM MAS	EL	PIP PLM	PNTR	SEMI SK LAB
Off Road Truck Driver			XX							
Oiler		XX								
Painter									XX	
Painter/ Blaster									XX	
Pavement Striping Machine Nozzle man	XX									
Pavement Striping Machine Operator	XX									
Paver Brick Layer						XX				
Paver Operator	XX									
Pile Driver Leadsman										XX
Pile Driver Operator	XX									
Pipe Fitter								XX		
Pipe layer										XX
Plumber								XX		
Post Tension Installer	XX									
Power Broom/Sweeper Operator	XX									
Power Tool Operator	XX									
Pre Cast Erector						XX				
Rough Roller Operator	XX									
Rubber Tire Roller Operator	XX									
Saw/Cutting Operator	XX									
Scraper / Pan Operator	XX									
Sign Erector										XX
Single Rear Axle Truck Driver			XX							
Skid Steer (Bobcat) Operator	XX									
Small / hand Tool Operator										XX
Sound Wall Erector										XX
Spreader Operator	XX									
Striping Machine Operator	XX									
Subgrade Mixer Operator	XX									
Tractor Haul Truck Driver	XX									
Traffic Control Specialist										XX
Traffic Signal Mechanic or Installer							XX			
Track Hoe Operator	XX									
Tractor Operator or Tractor (light)	XX									
Trenching Machine Operator	XX									
Truck Driver: 3 Axle; Truck Driver 4 Axle			XX							
Truck Driver-10 Yd Haul Away			XX							
Trimmer Operator	XX									
Tug Boat Operator	XX									
TV Operator	XX									
Truck Driver (Multi-Rear Axle)			XX							
Truck Driver (Single Rear Axle)			XX							
Vac Truck Operator	XX									
Vactor Operator	XX									
Water Truck Driver			XX							
Weighman/woman										XX
Widening Spreader Operator	XX									
On-the-Job Trainees are reported in the Job Category of the training classification in which they are enrolled.										
Welders assigned to a Job Category based on the work in which their work is 'incidental'. Review the work of the welder and assign the worker to the EEO Category of the classification for the work performed.										

3.4.6 Completing the Contractor's Company- Wide EEO Report (Form No. 275-021-07)

Box 1: Place a check to indicate the date, which is included in the pay period on which this report is based. Record the last two digits of the year.

Box 2: Record the Company's official name and the Florida home office address (mailing address, city, and zip code)

Box 3: Record the company's Federal Identification Number or FDOT Vendor Number

Box 4: Confirm entries to the job categories, races and sexes shown and are to be incorporated in the most appropriate item listed on the form. This box includes three tables: A, B and C

Table A includes part-time and full-time Journeymen/women, On-the-Job Trainees and Apprentices.

Table B is the job category and sex of On-the-Job Trainees included in Table A.

Table C is the race and sex of the On-the-Job Trainees included in Table A.

Table A: This table includes Florida employees, part-time and full-time, journeymen/women, On-the-Job Trainees and Apprentices by job category, race, and sex. This data is based on the company's pay period that includes the date specified in Box 1. Report each employee in only one job category. Each job classification is considered to belong to one of the broad categories. Employees who worked in more than one classification in the payroll period should be recorded in the category in which the employee performed the majority of work hours in that pay week.

TABLE CALCULATIONS:

'TOTAL MINORITIES MALE' and 'TOTAL MINORITIES FEMALE': This is the sum of Black, American Indian or Alaskan Native, and Native Hawaiian/other Pacific Islander, Asian and Two or More Races for each sex.

'TOTAL EMPLOYEES MALE' and 'TOTAL EMPLOYEES FEMALE': This is the sum of Total Minorities and White for each sex.

Table B: Identify the job category and sex of each employee reported in Table A, who is recorded on the noted payroll period as a trainee in FDOT/FTBA On-the-Job Training Program in this payroll period. The numbers recorded in Table B are included in the race and sex numbers of Table A.

Table C: Record the race and sex of each employee in Table A, who is recorded on the noted payroll period as a trainee in the FDOT/FTBA On-the-Job Training Program in this payroll period. The numbers recorded in Table C are included in the race and sex numbers of Table A.

OJT TOTALS:
The sum of male and female On-the-Job Trainees in Table B and Table C should be equal and reported in the OJT TOTALS box.

Note Proper reporting of an employee working in a FDOT OJT Classification or an approved Apprentice program:

One (1) Trainee (or Apprentice) is reported three (3) times:
Table A: Report the race and sex of the trainee according to the job category of the training classification.
Table B: Report the sex of the trainee according to the job category of the training classification.
Table C: Report the race and sex of the trainee.

Box 5: If any employees reported in Table A are apprentices, state the name of the apprentice program, the job category, race and sex.

Box 6: Report by job category, race, and sex all hires (new and rehires) during the 3 month quarter (January 1-March 31, or April 1-June 30, or July 1-September 30, or October 1-December 31) which the reporting pay period falls in. Hires are to include:

Those still employed as of the noted payroll period.
Those terminated prior to the noted payroll period.

Box 7: Print the first and last name of the person who prepared this form, their email address, phone number, and signature and date (month/day/year) it was prepared.

Box 8: Print the first and last name of the person who reviewed this form, their email address, phone number, signature and date (month/day/year) it was reviewed.

Section 3.5

CONTRACTOR RECRUITMENT PROGRAMS

3.5.1. Purpose

Laws and provisions pertaining to federally assisted contracts specify the recruitment activities required of contractors in order to ensure nondiscrimination, equal employment opportunity and affirmative access to employment which is funded, wholly or partially by federal funds. Contract documents plus the contractor's EEO/AA Policy and Plan provide further detail regarding recruitment commitments.

The recruitment requirements are to be put in place and effectively maintained in good faith; compliance is required regardless of whether the contractor is in a hiring or non-hiring mode.

The requirements apply to recruitment for part-time or full-time employees as journeymen/woman, trainees and/or apprentices in job classifications included in the following EEO Job Categories:

Equipment Operators
Mechanics
Truck Drivers
Ironworkers
Carpenters
Cement Masons
Electricians
Pipefitters/Pipelayers
Painters
Semi Skilled Laborers
Unskilled Laborers

Contractors operating under valid collective bargaining agreement(s) should contact the District Contract Compliance Manager(s) for guidance regarding the application of these recruitment requirements to that environment.

No provision may be included in any FDOT or Local Agency FHWA funded contract, that encourages or mandates the use of local employment or local contracting. Such preferences are not allowable in contracts funded by FHWA.

3.5.2 Scope of Recruitment Activities

A contractor's collective and on-going fulfillment of the required recruitment activities is intended to produce a flow of qualified applicants of all races and sexes for employment consideration.

Contractors are to routinely and regularly exhibit good faith in fulfilling these requirements.

In addition to the recruitment related commitments contained in the adopted EEO/AA Policy and plan, the following recruitment activities are required by contract:

- Announcement of Equal Opportunity
- Advertise in publications with a large minority circulation in the area where project work force is drawn
- Training of personnel involved in recruitment
- Direct and systematic recruitment programs
- Recruit through public and private referral sources
- Encourage referrals from current employees
- Analysis and updating
- Record Keeping (applicant logs)

3.5.3 Good Faith Efforts Required

Compliance with the recruitment activities is evidenced by a contractor's "good faith efforts" to fulfill the contract and policy recruitment requirements and achieve the stated purpose. A contractor's total efforts, including taking corrective actions, add up to requirements for a good faith effort. Characteristics of good faith efforts include sincere, meaningful, and results oriented actions, evaluation, and redirection of redundant efforts to improve results.

3.5.4 Announce Equal Opportunity

All advertisements for employment will include the announcement that the company is an 'Equal Opportunity Employer'. This requirement applies to broad employment advertisements as well as specific job announcements. All methods by which the contractor solicits applicants are subject to this requirement, including activities such as:

- Banners, boards or posters positioned on Company vehicles, at job sites, at office locations, on billboards, bulletin boards, etc.
- Classified advertisements placed in newspapers, journals or other publications

- Job openings registered with Florida Jobs & Benefits

- Radio and television advertisements and speeches pertaining to employment
- Written or verbal announcement of job opportunities to current employees
- Recruitment literature and fliers
- Internet communications pertaining to employment
- Business correspondence pertaining to employment opportunities.

There are various styles for this required announcement; the one chosen should be the one considered most understandable to the targeted audience. Styles include full statements (e.g. Equal Opportunity Employer, Equal Employment Opportunities, Equal Employment Opportunity /Affirmative Action Employer, Equal Opportunity/ Affirmative Action Employer) or abbreviations (e.g. EOE, EEO, EEO/AA, and EO/AA). Workforce pictures or visualizations announce equal opportunity by depicting both female and male workers of various races.

Advertisements for employment are to be placed in publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

3.5.5 Train Personnel Involved In Recruitment

The contractor is to ensure that that those who are directly involved in recruitment activities are trained in equal employment and affirmative action requirements, including the contractor's policy, plan, and program for EEO/AA.

3.5.6 Conduct Systematic and Direct Recruitment

Contractor recruitment programs are to be systematic and direct. A systematic recruitment program is orderly, arranged, regular, and methodical. It is not hit-or-miss, haphazard, irregular, or erratic. A direct recruitment program is straightforward and immediate, occurring without intervening persons/parties. It is not evasive or nonspecific in content, nor seeking unstated results in distant or vague timeframes.

3.5.7 Use Public Employee Referral Source(s)

Public referral sources announce job opportunities to everyone; their announcements of employment opportunities are not private, secret or available only to select persons. Florida's only public referral source is the statewide network of One-Stop Centers, which are part of the State of Florida Agency known as the "Agency for Workforce

Innovation". This Agency is responsible for administering unemployment compensation and many employer and job seeker services to all persons and businesses in Florida.

Refer to Section 1.4, Directory of Compliance Websites for the address containing detailed information regarding this Agency.

Contractors are encouraged to regularly consult the website for updated information regarding that Agency and its services and to also establish business relationships with One Stop Centers and staff.

Compliance with use of public referral sources will reflect at least the following:

- Issuance of Job Orders stating informative data for each classification for which the contractor is hiring and/or seeking applicants. (e.g. Job Title, minimum pay rate, job site location, candidate requirements, work place conditions such as drug free, how and where to apply, announcement of EEO, etc.)
- Placement of Job Orders at all One Stop Centers in locations where candidates may likely be found.
- Ensuring that Job Orders are open (active) during periods in which applicants are sought
- Periodic follow up with Workforce Center staff regarding the referrals such as suitability, availability, volume of candidates, etc.

3.5.8 Development of Private Employee Referral Sources Likely To Yield Qualified Applicants

Private employment referral sources announce job opportunities to a selected or targeted segment of the population. Private referral sources are often associated with nonprofit, social service, religious or special purpose organizations. For example, a religious organization operating a food bank for needy persons may also communicate employment opportunities to those recipients. Classified advertisements, employment agencies, and other for-profit companies, which charge candidates and/ or employers a fee, are also considered private referral sources.

The employment referral methods of a private source may range from simple posting of job openings to a more comprehensive matching of constituent's abilities and needs to the specific requirements of an employer. Some private sources offer job readiness programs or other services designed to assist those they seek to serve securing employment.

Contractors identify and update private employee referral sources through an ongoing process of research and inquiry aimed at identifying those sources most likely to assist in the referral of candidates who meet hiring requirements.

While any one private referral source may yield candidates of one race and or sex, a cumulative review of referrals from private sources should reflect diversity of races and sexes.

Compliance with development of private referral sources will reflect at least the following:

- Contact and follow up with a variety of sources in various locations where the Company accepts applications and where candidates may likely be found.
- Development of referral process for getting each sources' referrals into the contractor's employment process.
- Timely issuance of informative and specific job opening data for each classification for which the contractor is hiring and/or seeking applicants. (e.g. Job Title, minimum pay rate, job site location, candidate requirements, work place conditions such as drug free, how and where to apply, announcement of EEO , etc.
- Ensuring that job announcements are open (active) during periods in which applicants are sought.
- Regular review of results obtained from sources; addition, deletion, modification of sources and job communication methods in order to improve flow of qualified applicants.

3.5.9 Establish With Each Source Procedures for Referring Candidates

Contact is to be made with public and private referral sources and effective communication methods established announcing job openings and receiving specific referrals. The mere listing of a source or mere issuance of job announcements to them does not suffice.

3.5.10 Encourage Referrals from Current Employees

A contractor's current workforce is to be encouraged to refer male and female applicants of all races for employment consideration. The request for such referrals is a topic in the Project EEO Meeting and it may also be communicated through bulletin board posters, payroll stuffers, special incentive programs, newsletter articles, etc.

3.5.11 Contractor's Recruitment Report

Contractors summarize construction craft and laborer hiring activity for one or more months on FDOT Form 275-021-21 Contractor's Recruitment Report. This Report is designed to facilitate auditing a contractor's recruitment program for compliance with

FHWA 1273 requirements. Primes and subcontractors are encouraged to use the form for self-assessment and redirection of their recruitment program prior to official department reviews (contract compliance reviews) where the report will also be collected.

3.5.11.1 Directions for Completing the "Contractor's Recruitment Record" (Form No. 275-021-21)

SECTION 1: Identification of Contractor

Box 1: Company's official name
Box 2: Company's Federal Identification Number or FDOT Vendor Number.
Box 3: Mark the calendar months that are included in this report and the year(s)
Box 4: First and last name of person supplying information on this report
Box 5: Job Title of person named in Box 4
Box 6: Email address of person named in Box 4
Box 8: First and last name of Company EEO Officer
Box 9: EEO Officer's Signature and date indicating review of reported data
Box 10: Mark yes or no to indicate if a letter from the EEO Officer is attached containing additional information. A letter from the EEO Officer is not required.
Box 11: List the street, city, zip code of Florida location where employment applications are accepted and hiring occurs for construction craft and laborer positions. Mark N-A (not applicable) if there is no other locations.

SECTION 2: Compliance with FHWA 1273 Recruitment Requirements

Box 12 Complete one set of questions for each location listed in Box 11
Box 13 Indicate if records are available to support each "Yes" answer in Box 12

SECTION 3: Hiring Summary

Report all hires and rehires occurring at all locations for the period shown in Box 3 (months included in this report). Summarize hires by job category, race and sex. Refer to EEO Construction Contract Compliance Workbook Attachment 3.4.5, "EEO Job Category of Classifications" to determine the job category of individual job classifications/ job titles**.**

"Hires" include those still employed as of the date of this report and those who have terminated subsequent to hire. Exclude persons who were offered a job and accepted it but failed to report for work; they are not considered a hire.

Total minorities is the sum of Black, Hispanic, American India/Alaskan Native, Asian, Native Hawaiian/other Pacific Islander and Two or More Races.

Total Hires is the sum of Total Minorities and White.

SECTION 4: Hires by Location

General: A section is provided to record data on each hire and the company's recruitment activity to attract candidates for the position filed. Organize this data by location (report all hires for Location 1, then all hires for Location 2, etc.). Record the details of each hire included in the Section 3 Hiring Summary.

A. Job Title Filled — New hires' job classification/ job title
B. Hire's Name — First name, last name
C. Sex and Race — Mark x for sex, x for race
D. Hire date — Month/Day/Year hired
E. Hourly Pay rate — $ xx.xx
F. 4-digit Identifier — four digit as used on payrolls
G. How did the hire learn of the job? Report how the hire reported learning of the job
H. How was this job opening communicated? Indicate yes or no for each of the items listed and provide the additional data indicated (e.g. name of center, name of newspaper, etc)
I. Indicate if records are available to support each "Yes" answer in Box H.
J. Miscellaneous or comments- may also incorporate in EEO Officer's letter, if attached.(see Box 10)

Repeat for each hire, adding as many additional pages as needed.

3.5.12 Record Keeping

Contractors are to maintain, retain, and make readily available records documenting all recruitment activities at all company locations where recruitment or hiring occurs for the Florida construction workforce. The contractor's recruitment records and associated analysis are to be well organized and ready for presentation in a manner that reflects compliance with all elements of the required compliance program.

Section 3.6

NONSEGREGATED FACILITIES

3.6.1 Purpose

Contractors are to insure that working conditions and facilities used or provided in association with employment are not discriminatory.

3.6.2 Scope

Segregated facilities, as used in this clause, includes any waiting rooms, work areas rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of policies, written or oral, or employee custom.

Separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes are not deemed segregated facilities in this context.

Segregated working conditions may be evidenced by both their physical appearance and by no observable conditions such as values, judgments, or beliefs.

An example of physical appearance in working conditions is a sign on a break-room restricting its use to employees of a certain race.

An example of non- observable working conditions is the supervisory sharing of a value system whereby the hardest and/or most distasteful tasks of any job are assigned employees of one race.

The voluntary association of employees may be analyzed to ensure that they do not result in segregated facilities, patterns of segregated use, or segregated access.

Prime contractors shall include the nonsegregated facilities clauses of “FHWA-1273, Required Contract Provisions Federal-Aid Construction Contacts” in every subcontract and purchase order entered into on federal aid contracts.

3.6.3 Inspection

Periodic inspections of project sites are to be conducted by contractors to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel**.**

Contractors are to affirm that they do not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained.

3.6.4 Record keeping

Contractors are to maintain and make available a written record documenting their compliance with the nonsegregated facilities provisions.

FDOT Form 275-030-13, ‘Certification of Nonsegregation and Nondiscrimination’ may be used for this purpose. Information on the form is in Workbook Section 3.7.3.

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Section 3.7

ANALYSIS FOR NONDISCRIMINATION

3.7.1 Purpose

Contractors are to continually evaluate recruiting, hiring, interviewing, placement, promotion, termination, and compensation practices for potential violation of equal opportunity and affirmative action requirements.

Routine analysis is undertaken by the contractor to ensure a lack of discriminatory practices, confirm evidence of equal opportunity and ensure adequate and effective implementation of affirmative action.

3.7.2 Scope

Each aspect of the contractor's EEO/AA Policy and Plan, plus the program which the contractor has been put in place to implement that policy and plan are to be routinely reviewed and analyzed for effectiveness and their impact on their achievement of equal opportunity and affirmative action.

This includes each element in the four parts of the compliance program (Disadvantaged Business Enterprise utilization, Equal Employment Opportunity (Company and Project), On-the-Job Training, and Wages).

Various analytical techniques, some of which are statistical, may be appropriate.

Topics pertinent to a contractor's operation should be identified and included in nondiscrimination analyses.

Attendance at supervisory EEO/AA meetings and related training

Recruitment and placement practices; review and monitor to assure no discrimination practices exist

Applicant flow, selection of applicants, placement into positions, starting pay

Interviewing, selection criteria and reasons actual applicants are selected or rejected for employment

Criteria and timing of promotions and pay actions; criteria for merit basis and absence of factors which may lead to the "selection out" of employees, applicants, particular minorities or women who traditionally lack access to better jobs

Placement of employees and crew assignments to ensure nondiscriminatory assignment of work and assembly of diverse crews

Criteria for deciding when an employee shall be terminated demoted, disciplined, laid off or recalled; review for like treatment among all employees

The effect of "neutral" personnel decision making criteria to determine if they have a disparate effect on minorities or females (for example if more minorities or females are being laid off because they were the last hired, then adjustments should be made to ensure that minority and female ratios do not decrease because of these actions)

Transportation to the job site, assignment of safety devices and tools; are employees intentionally or unintentionally segregated or treated differently due to race?

Performance appraisals and merit pay; review and monitor for objectivity and effectiveness

Processing and reviewing of complaints, including discrimination; are reviews adequate, timely and unbiased and is there an absence of retaliation?

Employee benefits including payroll loans; review for equal availability of benefits to all employees

Training and career development opportunities; review for like treatment of all employees

Analysis of career development plans for employees in lower classifications who demonstrate potential for advancement.

3.7.3 Record Keeping

Contractors are to maintain and make available written records documenting their analysis for nondiscrimination and the good faith actions they are taking to overcome any unfavorable findings.

Form 275-030-13, Certification of Nonsegregation and Nondiscrimination may be used to record a contractor's commitment to nonsegregation and nondiscrimination. The contractor should maintain additional records evidencing actions, inspections, reviews etc. undertaken to implement their commitment to nonsegregation and nondiscrimination. The Certification of Nonsegregation and Nondiscrimination is only required for contracts that include the version of FHWA Form 1273 dated March 10, 1994. This certification is not required in contracts that contain the FHWA Form 1273 dated May 1, 2012.

3.7.3.1 Directions for Completing the Certification of Nonsegregation and Nondiscrimination Form 275-030-13

Box 1: Fin Project. No- the Financial Project Number.
Box 2: FAP No. - the Federal Aid Project Number assigned to federally funded projects or 'non-FAP'.
Box 3: FDOT Lap Contract No. - (complete only if project is Local Agency)
Box 4: County- county or counties project work is performed
Box 5: District or Local Agency- the Department's district number designation where the project is located (Districts are 1-7 and Turnpike) or the name of the city, county or local entity administering the project.
Box 6: Prime Contractor Name- the name of the prime contractor.
Box 7: Company name of Contractor, Supplier, Rental Company or Agency submitting this certification- name of company submitting the certification.
Box 8: FEID No- Federal Identification Number of the company named in Box 7
Box 9: Name (first, last) of corporate official signing certification.
Box 10 Job title of person signing in Box 9.
Box 11 Signature of Certifying Official- signature of person named in Box 9
Box 12 Date of Signature-month/day/year of signature.

Section 3.8

COMPANY EEO/AA FORMS & DOCUMENTS

This is a list of forms and documents referenced in this chapter. Following this section, in numerical order are the forms and then in alphabetical order the documents.

NUMERICAL SEQUENCE

FDOT Form No.	Document Title	Workbook Section
275-021-05	Record of Supervisory and Personnel Office EEO Meeting	3.3
275-021-07	Contractor's Company Wide EEO Report	3.4
275-021-13	Notification to FDOT of EEO Officer	3.2.3
275-021-21	Contractor's Recruitment Report	3.5
275-030-13	Certification of Nonsegregation and Nondiscrimination	3.7
FDOT Equal Opportunity Office Website	EEO/AA Policy and Plan and Designation of EEO Officer	3.2.6

ALPHABETICAL SEQUENCE

Document Title	FDOT Form No.	Workbook Section
Certification of Nonsegregation and Nondiscrimination	275-030-13	3.7
Contractor's Company Wide EEO Report	275-021-07	3.4
Contractor's Recruitment Report	275-021-21	3.5
EEO/AA Policy and Plan and Designation of EEO Officer	FDOT Equal Opportunity Office Website	3.2
Notification to FDOT of EEO Officer	275-021-13	3.2.3
Record of Supervisory and Office Personnel EEO Meeting	275-021-05	3.3

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION 275-021-05
RECORD OF SUPERVISORY AND OFFICE PERSONNEL EQUAL
EEO MEETING OR INDIVIDUAL ORIENTATION OPPORTUNITY
01/07

1. COMPANY NAME:	**2. DATE OF MEETING (M/D/Y):**
3. FEID # OR FDOT VENDOR #:	**4. NAME OF EEO OFFICER:**
5. CHECK TYPE OF MEETING: ☐ **INDIVIDUAL ORIENTATION** ☐ **EEO MEETING**	**6. ADDRESS WHERE MEETING HELD:**

7. EEO OFFICER'S CERTIFICATION:
The signature of this Company's EEO Officer is certification that an individual orientation or meeting was held with supervisory personnel and others involved in personnel matters to address all aspects of our equal employment opportunity (EEO) obligations. The major topics were addressed and a signed attendance record was made.

SIGNATURE: _____, EEO OFFICER

8. MAJOR TOPICS ADDRESSED:
✓ EEO Policy and Affirmative Action Plan
✓ Identification of EEO Officer
✓ Equal Employment Opportunity and recruitment
✓ Wages and Payrolls
✓ Utilization of Disadvantaged Businesses
✓ Bulletin Boards
✓ Interviews by State and Federal representatives
✓ Training opportunities
✓ Complaints

9. ATTENDEES: **PRINTED NAME AND TITLE**	**SIGNATURE**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CONTRACTOR'S COMPANY WIDE EEO REPORT

1. REPORT FOR PAY PERIOD INCLUDING:

March 20th ☐
June 20th ☐
September 20th ☐
December 20th ☐
YEAR: 2__ __ __

2. NAME AND FLORIDA HOME OFFICE ADDRESS

3. FEID # OR FDOT VENDOR #

4. FLORIDA CONSTRUCTION EMPLOYMENT

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		WHITE (Not of Hispanic		BLACK (Not of Hispanic		HISPANIC		AMERICAN INDIAN		ASIAN		NATIVE HAWAIIAN OR		TWO OR MORE	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)	0	0	0	0														
SUPERVISORS	0	0	0	0														
FOREMEN/WOMEN	0	0	0	0														
ADMINISTRATIVE SUPPORT	0	0	0	0														
EQUIPMENT OPERATORS	0	0	0	0														
MECHANICS	0	0	0	0														
TRUCK DRIVERS	0	0	0	0														
IRONWORKERS	0	0	0	0														
CARPENTERS	0	0	0	0														
CEMENT MASONS	0	0	0	0														
ELECTRICIANS	0	0	0	0														
PIPEFITTERS, PLUMBERS	0	0	0	0														
PAINTERS	0	0	0	0														
LABORERS, SEMI-SKILLED	0	0	0	0														
LABORERS, UNSKILLED	0	0	0	0														
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TABLE B

On-The-Job	
M	F

TABLE C

On-The-Job Trainee																				

OJT TOTA	
0	0

5. IF ANY EMPLOYEES REPORTED IN 'TABLE A' ARE APPRENTICES, NAME OF THE PROGRAM, JOB CATEGORY, COUNT, RACE & SEX.

6. SUMMARIZE ALL HIRES FOR THE REPORTING PERIOD BY JOB CATEGORY, RACE, SEX (USE ADDITIONAL SHEET IF NEEDED).
NEW HIRE REPORTING PERIODS ARE: JAN 1-MAR 30 OR APR 1-JUN 30 OR JLY 1-SEP 30 OR OCT 1-DEC 31

	PRINTED NAME-FIRST/LAST	EMAIL ADDRESS	PHONE	SIGNATURE	DATE
7. PREPARER					
8. REVIEWER					

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

275-021-13
EQUAL OPPORTUNITY
01/07

NOTIFICATION TO FDOT OF EEO OFFICER

Mail signed original to:
FDOT Equal Opportunity Office , 605 Suwannee Street-MS 65, Tallahassee, Fl 32399-0450

Section 1: COMPANY IDENTIFICATION

1. Contractor Name:	**2.. FEID No.:**
3. Home Office Mailing Address: (street)	**4. Home Office Mailing Address: (city, state, zip)**
5. Main Phone Number:	**6. Fax Number:**

7. What is being Changed?	**Initial EEO Officer Notice to FDOT**	**New Person Appointed**	**Appointee Changed Name**	**Contact Data Changed**
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Section 2: EEO OFFICER IDENTIFICATION

8. Name of EEO Officer: (first name, middle initial, last name)	**9. EEO Officer's Working Title:**
10. Work Address of EEO Officer: (street)	**11. Work Address of EEO Officer: (city, state, zip)**
12. EEO Officer Phone Number:	**13. EEO Officer Fax Number:**
14. EEO Officer email address:	

Section 3: SIGNATURE OF CORPORATE OFFICIAL

As required in the Equal Employment Opportunity Special Provisions included in Federally Funded Highway Construction Contracts and as required in the Equal Employment Opportunity Requirements included in all State funded highway construction contracts, this official notice of EEO Officer appointment (and/or update) is made to the Florida Department of Transportation and the U.S. Federal Highway Administration (FHWA). I understand that additional Information regarding the EEO Officer, the EEO Policy and other aspects of the construction contract compliance program may be found in the EEO Construction Contract Compliance Workbook.

15. Appointing Official's Signature:	16. Date: (Mo/Day/Yr.)
	_____
17. Official's Name: (printed)	18. Official's Title: (printed)
_____	_____

(This Section For FDOT Use) Section 4: Processing of Notification

19. Processed by: (First and Last Name)	20. Date Processed: (mo/day/yr)

DISTRIBUTION: Original to FDOT Central EO Office Files; Copy: Mailed to Contractor
UPDATE ACTION: Input In EOR System

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONTRACTOR'S RECRUITMENT REPORT

275-021-21
EQUAL OPPORTUNITY OFFICE
01/10
Page 2

SECTION 1: IDENTIFICATION OF CONTRACTOR

1. Contractor's Name	2. FEID No.	3.Mark (x) Month(s) included in this Report Year(s) 2_____ 2_____

J	F	M	A	M	J	JL	A	S	O	N	D
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

4. Person supplying this report (first/last)	5. Reporter's Job Title	6. Reporter's Phone No.	7. Reporter's Email address

8. Company EEO Officer (first/last)	9. EEO Officer's Signature & date	10. Is a letter from the EEO Officer containing additional information attached? ☐ No ☐ Yes

11. List each Florida location where applications are accepted & hiring occurs for construction craft & laborer positions (street/city/state/zip)

Loc. 1	
Loc. 2	N/A
Loc. 3	N/A
Loc. 4	N/A

SECTION 2: COMPLIANCE WITH FHWA 1273 RECRUITMENT REQUIRMENTS

12. Does each hiring location comply with the following recruitment requirements?	Loc. 1	Loc. 2	Loc. 3	Loc. 4
The EEO information is displayed where applicants can see it.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
All persons involved in hiring have received EEO training	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Responsibility has been assigned for recruitment record keeping	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
An applicant log is maintained	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Employees are requested to refer minority/female candidates	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Positions are listed with the Agency for Workforce Innovation	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Private referral sources for minority/female applicants are identified & updated	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Private referral sources are informed of how to refer candidates	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Private referral sources are analyzed for effective minority/female referrals	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Positions are advertised in newspapers having a large minority circulation	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
'Equal Opportunity Employer' is included in all job opening communications	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Applicants are advised of training opportunities	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes
Hiring decisions & practices are reviewed for EEO & lack of discrimination.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes

13. Are records available to support each 'Yes' answer in #12? ☐ **No** ☐ **Yes**

SECTION 3: HIRING SUMMARY All new hires and re-hires for all locations listed in Box 11 & for the period shown in Box 3

JOB CATEGORIES	TOTAL HIRES		TOTAL MINORITIES		WHITE		BLACK		HISPANIC		AMERICAN INDIAN or AL NATIVE		ASIAN		NATIVE HI. OTHER PAC IS.		TWO OR MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EQUIPMENT OPERATORS																		
MECHANICS																		
TRUCK DRIVERS																		
IRONWORKERS																		
CARPENTERS																		
CEMENT MASONS																		
ELECTRICIANS																		
PIPEFITTERS, PLUMBERS																		
PAINTERS																		
LABORERS, SEMI-SKILLED																		
LABORERS, UNSKILLED																		
TOTALS																		

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

275-030-13
EQUAL OPPORTUNITY
OFFICE
07/09

CERTIFICATION OF NON SEGREGATION & NON DISCRIMINATION

SECTION 1: PROJECT IDENTIFICATION

1. Financial Project No.	2. F.A.P. No.	3. FDOT LAP Contract No.	4. County	5. District or Name of Local Agency

6.Prime Contractor 's Name

7.Company Name of Contractor, Supplier, Rental Company or Agency Submitting this certification	8. FEID No of Co. in Box 7

SECTION 2: CERTIFICATION STATEMENTS

CERTIFICATION OF NONSEGREGATED FACILITIES

As a federally assisted construction contractor, I hereby certify: the following for t his company:

A. This company does not maintain or provide any segregated facilities for employees at any of our establishments and we do not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained.

B. Agreement that a breach of this certification is a violation of the equal opportunity clause in this contract.

C. We will obtain and retain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause.

As used in this certification, the terms "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and fountains, recreation or entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or any other reason.

CERTIFICATION OF NON DISCRIMINATION

As a contractor, sub recipient or subcontractor on a Federally funded contract, this company certifies that it shall not discriminate on the basis of race, color, national origin, or sex in the performance of such contracts.

The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. The company agrees that a failure to carry out these requirements is a material breach of contract, which may result in the contract's termination or such other remedy as the recipient deems appropriate.

Each subcontract, rental agreement and or material supplier agreement this company subsequently enters into for this contact will require this same Certification.

It is the policy of this company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Actions include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay and other forms of compensation; and selection for training, including apprenticeship, pre apprenticeship, and/or on-the-job training.

This certification extends to the project identified above and affirms our commitment to insure nondiscrimination and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630 and 41 CFR 60) and orders of the Secretary of Labor as modified by the provisions of FHWA-1273.

Compliance with Title VI of the Civil Rights Act and the provisions of the American Disabilities Act of 1990 are incorporated in this certification.

9. Name (first/last) of corporate Official signing Certification	10. Job Title of person named in Box 9

11. Signature of Certifying Official	12. Date of Signature

_____ hereafter referred to as 'the Company' or 'this Company' has adopted this policy and plan
Date: By:

EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION
EEO/AA POLICY AND PLAN

EEO/AA POLICY STATEMENT

It is the policy of this Company to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this Company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of this Company not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, and national origin, disabilities or Vietnam Era and Special Disabled Veterans status. This Company will take affirmative action to assure an equal employment opportunity to all qualified persons, and that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay or other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

EEO OFFICER DUTIES

It is the policy of this Company to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with this policy. The EEO Officer has responsibility for effectively administering and promoting an active program of equal employment opportunity. The EEO Officer will coordinate the EEO efforts of superintendents, supervisors, foremen and others in the position of hiring personnel.

This Company's EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the Company's program. The EEO Officer will ensure that this policy and plan are being carried out.

EEO/AA PLAN

It is the policy of this Company that there not be any discrimination by virtue of race, religion, color, age, sex, national origin, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The Company has affirmative action obligations in the hiring of minorities, females, disabled and veteran's applicants.

We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, religion, color, age, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status.

This Company shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. This Company will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all foremen,

superintendents and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment.

2. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when we have employment opportunities available, and maintain a record of the organization's responses.

3. Maintain a current file of the names, addresses and telephone number of each minority and females off-the-street applicant or female referral from a union and minority or female referrals from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. When applicable if such individual was sent to the Union hiring hall for referral and was not referred back to the Company by the union or, if referred, not employed by the Company, this shall be documented in the file with the reason therefore, along with whatever additional actions the Company may have taken.

4. When applicable provide immediate written notification to the Director when the union or unions with which we have a collective bargaining agreement have not referred to us a minority person or woman sent by us, or when we have other information that the union referral process has impeded our efforts to meet our obligations.

5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Company's employment needs, especially those programs funded or approved by the Department of Labor. We shall provide notice of these programs to the sources complied under "2" above.

6. Disseminate the company EEO policy notice by providing notice to the unions and training programs and requesting their cooperation in assisting us in meeting our EEO obligations; by including it in any policy manual and 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 all minority and female 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.

7. 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 onsite supervisory personnel such as Superintendents, General Foremen, etc. prior to the initiation of construction work at any job 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.

8. Disseminate the Company EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media and proving written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.

9. Direct our recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to female recruitment and training organizations serving our recruitment area and our employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, we shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

10. We will encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth, both on the site and in other areas of our workforce.

11. Validate all test and other selection requirements where there is an obligation to do so under 41 CFP Part 60-3.

12. Conduct at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc. such opportunities.

13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.

14. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.

15. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

RECORDS

This company will keep records to monitor all employment related activity to ensure that the company's EEO policy is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.

REPORTING OF COMPLAINTS

If at any time anyone feels he or she has been discriminated against because of sex, race, religion, color, age, national origin, disabilities or Vietnam Era and Social Disabled
Veteran status, they should report this matter to the company EEO Officer whose name and contact information is communicated along with this policy.
The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other that the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the EEO Officer will inform every complainant of all of his or her avenues of appeal. The addresses shown below are such avenues for appeals.

EEO/AA POLICY & PLAN PAGE 5 OF 6 Company EEO Officer See name and contact information subsequently shown or posted.	Florida Commission on Human Relations 2009 Apalachee Parkway, Tallahassee, Fl 32303-4102 (850) 488-7082 or (800) 342-8170
U.S. Dept. of Labor, Regional Director Office of Federal Contract Compliance 61 Forsyth Street, SW, Room 7B-75 Atlanta, GA 30303 (404)-562-2424	U.S. Federal Highway Administration 545 John Knox Road Suite 200 Tallahassee, FL 32303 (850) 942-9650
U.S. Equal Employment Opportunity Commission Miami District Office One Biscayne Tower, Suite 2700 Miami, FL 33131 (800) 669-4000	U.S. Equal Employment Opportunity Commission Tampa District Office 501 East Polk Street, Suite 1020 Tampa, FL 33602 (800) 669-4000

EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

EEO OFFICER

NAME:

ADDRESS:

PHONE: