

**CITY OF DAYTON
HUMAN RELATIONS COUNCIL
AFFIRMATIVE ACTION ASSURANCE**

Introduction: A compliance review will be conducted on a yearly basis for all firms having an approved Affirmative Action Assurance form. Only those firms approved by the Human Relations Council may be awarded contracts involving expenditures of \$500 or more.

Please type or print legibly.

FEDERAL ID # _____

Firm Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____ E-Mail _____

Type of Business - Check One

Agriculture, Forestry
and Fishing

Mining

Construction

Consulting

Retail

Finance, Insurance and
Real Estate

Service and Repair Business

Research and Development

Manufacturing

Transportation, Communication
and other Public Utilities

Wholesale Trade

List Specific Product(s) _____

1. Does your firm have a written equal employment opportunity policy? If so, attach copy.

Yes

No

2. If not, would you accept the enclosed sample as your policy? (see sample)

Yes

No

3. Is your firm 51% or more owned by minority persons?

Yes

No

4. Is your firm 51% or more owned by female persons?

Yes

No

In accord with the Revised Code of General Ordinances 35.14, 35.15 and 35.16, this company hereby agrees that a program of affirmative action will be maintained to implement its nondiscrimination policy in doing business with the City of Dayton:

SIGNATURE (PLEASE PRINT NAME NEXT TO SIGNATURE)

TITLE (Authorized Person Only)

DATE

This form must be completed on both sides in order for your firm to be added to the City of Dayton's approved list of bidders.

DO NOT WRITE BELOW THIS LINE

APPROVED _____

SIC _____

DISAPPROVED _____

COMMENTS:

DATE

HUMAN RELATION COUNCIL

**PLEASE RETURN TO:
CITY OF DAYTON
Human Relations Council
371 W. Second St., Ste. 100
Dayton, OH 45402
(937) 333-1413
(937) 222-4589 Fax**

CITY OF DAYTON
HUMAN RELATIONS COUNCIL
AFFIRMATIVE ACTION GUIDELINES

I. Policy

That the company will have an equal employment opportunity policy. This policy should initiate or reaffirm a clear, explicit merit employment policy on hiring, upgrading, recruiting, etc.

II. Dissemination of Policy Within Company

That the company will maintain or initiate appropriate steps to ensure that all employees understand the company's obligation under this policy and specifically instruct supervisory personnel in their responsibilities for carrying out this policy.

III. Affirmative Action Program

That the company will maintain or initiate an Affirmative Action Program designed to ensure that there will be no discrimination on the basis of race, color, religion, sex, national origin, marital status, age or disability, etc.

IV. Responsibility for Program

That the company will designate one of its officials as equal opportunity compliance officer for executing this agreement, including liaison with the staff of the Human Relations Council.

V. Hiring Practices

That the company will maintain or initiate hiring practices designated to achieve a reasonable representation of minority and female employees at every job level.

VI. Testing

That the company will review its testing procedures to see that they are kept up to date and reflect standard and acceptable testing practices.

VII. Recruitment Sources

That the company will specifically notify all sources of recruitment, employment agencies, placement bureaus, colleges, universities, labor unions, etc., that it does not discriminate on the basis of race, religion, color, sex, national origin, marital status, age or disability, etc.; that the company actively solicits minority group applicants and that it will discontinue the use of sources where it appears that direct or indirect discriminatory practices exist. (Please include copies of such notifications.)

VIII. Changes in Employee Status

That the company will review all procedures relating to transfer, upgrading, downgrading and lay-off, to ensure that all such actions are taken without regard to race, religion, color, sex, national origin, marital status, age or disability, etc.

IX. Training

That the company will cooperate with available resources in utilizing training programs designed to admit minority group members and females to regular employment with the company.

X. Suppliers and Subcontractors

That the company shall obtain written assurance that these requirements have been read and they fully agree to this Affirmative Action Program, from all suppliers and/or subcontractors involving the expenditure of \$500.00 or more. Further, those suppliers and/or subcontractors agree to become a part of the full implementation of said program.

Each approved firm must have a written policy statement regarding equal employment opportunity. A sample policy statement is as follows—

“This company, its subsidiaries, and its divisions shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, marital status, age or disability, and shall take such affirmative action as necessary to ensure that applicants are employed and employees are treated equally during employment without regard to race, color, religion, sex, national origin, marital status, age or disability.”

Implementation of Equal Employment Opportunity Policy. The equal employment opportunity policy is implemented through an Affirmative Action Program. The program should be designed to hire qualified minorities and females in all of the various job categories when needed, and the firm should establish specific goals to increase the number of minorities and females in the various job categories through hiring or promotion.

The City of Dayton has approved some goals and timetables to serve as guidelines for firms with whom they do business. All firms doing business with the City should employ a representative number of minorities and females in all job classifications. These firms should also establish specific goals and timetables for achieving their goals. Such goals and timetables shall be a part of a firm’s Affirmative Action Program and shall be maintained on a year-by-year basis. If a firm cannot meet the established goals and timetables, it will be evaluated on its “good faith” effort; that is, whether the Affirmative Action Program is being followed in fact and whether every attempt is being made to attain the goals according to the timetables.

Another factor supporting the “good faith” effort is whether the firm has conducted an analysis of all major job categories at the facility to determine if minorities and females are currently being underutilized in any one or more job categories (“Underutilization” means having fewer minorities and females in a particular job category than would reasonably be expected by their availability.) Consideration of “good faith” effort shall also be given to the following factors—

1. The minority and female population of the labor area.
2. The size of the minority and female unemployment force in the labor area.
3. The percentage of the minority and female work force as compared with the total work force in the immediate labor area.
4. The general availability of minorities and females having requisite skills in the immediate labor area.
5. The availability of minorities and females having requisite skills in an area in which the facility can reasonably recruit.
6. The availability of promotable minority and female employees within the facility’s organization.
7. The anticipated expansion, contraction and turnover of and in the work force.
8. The existence of training institutions capable of training minorities and females in the requisite skills.
9. The degree of training which the firm is reasonably able to undertake as a means of making all job classifications available to minorities and females.
10. The use of recruitment sources where minorities and females can be secured.

Every effort should be directed to increase materially the number of minorities and females at all levels and in all segments of the work force of the company with particular emphasis on segments of the work force where few, if any, minority and female persons are employed. Special attention should be given to the categories of officials and managers, professionals, technicians, sales workers, office and clerical, and skilled craftsmen.