

**CITY OF DAYTON
HUMAN RELATIONS COUNCIL
AFFIRMATIVE ACTION ASSURANCE (AAA) FORM**

The City of Dayton requires an Affirmative Action Assurance form approved by the Human Relations Council for all entities that may be awarded contracts involving any expenditure or cumulative expenditures in a calendar year requiring City Commission approval. Please complete both pages of the form.

Last approved on: Month _____ **Year** **2011**

Section 1 Company Contact Information

Please type or print legibly.

FEDERAL ID # _____

Sole Proprietor with no other employees? No Yes (if yes, complete Section 1 and Section 4 ONLY)

Firm Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

E-mail Address _____ Web Site _____

Type of Business (Check One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Consulting | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Finance, Insurance and Real Estate | <input type="checkbox"/> Transportation, Communication and other Public Utilities | |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Service and Repair Business | <input type="checkbox"/> Wholesale Trade |

List Specific Product(s) _____

Section 2 Company Profile

- | | | |
|---|--|-----------------------------|
| 1. Does your firm have a written affirmative action policy? | <input type="checkbox"/> Yes (attach a copy) | <input type="checkbox"/> No |
| 2. If not, would you accept the attached sample as your policy? | <input type="checkbox"/> Yes (see sample) | <input type="checkbox"/> No |
| 3. Is your firm 51% or more owned by minority persons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Is your firm 51% or more owned by female persons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 3 Company Workforce Size

Number of employees (Check one) 2-49 50+

Section 4 Authorized Signature

The undersigned authorized representative of the 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 as described in the City of Dayton Revised Code of General Ordinances (RCGO) Sections 35.14, 35.15 and 35.16 and that the information contained herein is true and correct.

PRINTED NAME

DATE

SIGNATURE

TITLE (Authorized Person Only)

DO NOT WRITE BELOW THIS LINE

APPROVED

DISAPPROVED

COMMENTS:

DATE

(Print and Sign Your Name For) HUMAN RELATIONS COUNCIL

Record your total work force by occupational levels and indicate your goals for those levels for the next 12 months.

EEO - 1 FORM MAY BE SUBSTITUTED FOR THIS GRID

Statistics Compiled as of (Date): _____
(MM, d, YYYY)

Section 5 Present Work Force

Occupations	Total Males	Male Employees					Total Females	Female Employees					Total All Employees
		Minority Groups						Minority Groups					
		Black	Hispanic	Asian\ Pacific Islanders	Am. Indian\ Alaskan Natives	Two or more races		Black	Hispanic	Asian\ Pacific Islanders	Am. Indian\ Alaskan Natives	Two or more races	
Officials and Managers													
Professionals													
Technicians													
Sales Workers													
Office and Clerical													
Craftsmen (Skilled)													
Operatives (Semi-skilled)													
Laborers													
Service Workers													
Total													
Total Employment From Previous Report if Any													

Figures for the following classifications shall also be included in the appropriate category above the "Total" line.

Apprentices													
On-the-job Trainees	White Collar												
	Production												

Section 6 Worker Utilization Projected Goals

Projected Goals for: Women _____ % Minorities _____ %

CITY OF DAYTON
HUMAN RELATIONS COUNCIL
AFFIRMATIVE ACTION PROGRAM (AAP) SAMPLE

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. The company shall take affirmative action to provide equal opportunity to ensure that

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 an expenditure requiring City Commission approval. 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—

The contractor or vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. The contractor or vendor shall take affirmative action in accordance with the terms outlined in its proposal and the provisions of this contract to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor or vendor agrees to post in conspicuous places, available to employees and applicants, notices to be provided by the city setting forth the provisions of the nondiscrimination clauses.

Implementation of an Affirmative Action Policy. The Affirmative Action 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 may be secured.

Every effort will 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.