

AFFIRMATIVE ACTION PLAN FOR EQUAL OPPOTRUNITY EMPLOYMENT

The Affirmative Action Compliance package is provided by CHFA to assist general contracting companies in completing their Affirmative Action Compliance, as required by pursuant to the provisions of Connecticut General Statutes Section 4a-60 (a), as may be amended. This Plan is required for the BuildforCT program.

**AFFIRMATIVE ACTION PLAN
FOR
EQUAL OPPORTUNITY EMPLOYMENT**

Company Name _____

Company Address _____

Period Covered _____ through project completion.
(Date submitted)

Date Signature of EEO/Affirmative Action Officer

Printed name and title of EEO/AA Officer

Date Signature of Company CEO

Printed name of CEO

This Affirmative Action Plan is submitted for:

(Name of Development) CHFA Project
Number _____

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT (EOE)
POLICY STATEMENT

_____ (hereafter referred to as "The Company")
(Name of Company)

hereby reaffirms its policy of practicing equality of employment opportunities to all regardless of race, creed, color, national origin or ancestry, sex, marital status, age, sexual orientation, genetic information, learning disability, present or past history of mental disability, mental retardation, or physical disability (except as permitted in section 46a-60 of the General Statutes), or other classification(s) protected by state or federal law.

This policy applies to all phases of the employment process such as recruitment, selection, appointment and placement, training, upward mobility, transfers, layoffs and recalls. All compensation, benefits, transfers, education and tuition assistance, social and recreation programs will be administered according to the EOE policy.

The Company complies with local, state, and federal laws on the subject of equal employment opportunity as well as provides affirmative efforts to recruit those persons who may have formerly been excluded from the mainstream of the economic system.

Managers and supervisory staff are being advised of their responsibility to ensure the success of the program.

Ultimate responsibility for the Affirmative Action Program rests with the Chief Executive Officer. However, the day-to-day duties will be coordinated by _____,
_____ (Title), who has been designated as Affirmative Action Officer.

This Affirmative Action Plan has my full support. In addition, each manager and supervisor as well as all employees are to aid in development and implementation of the program and will be held responsible for compliance to its objectives.

Printed Name of CEO/President

Date

Signature of CEO/President

INTERNAL COMMUNICATION

- A copy of the Affirmative Action/Equal Opportunity Employment (EOE) Policy Statement will be distributed to every employee.
- Managers and supervisors will be made aware of the Affirmative Action Program by orientation sessions.
- The policy statement will be displayed on the company bulletin board.
- The Affirmative Action Program and equal employment policy will be described in the supervisors' handbook, employees' handbook, and other company publications.
- Please describe any additional actions planned:

EXTERNAL COMMUNICATION

- The following statement will be included in all employment recruiting notices.

“Affirmative Action/Equal Opportunity Employer”

- The union(s), if applicable, with which the workers are affiliated will be advised in writing of the Affirmative Action Program. It will be advised of the hiring goals and of the expectation that the union will cooperate in achievement of the goals.
- Regular recruitment sources, community ethnic groups, women’s organizations, advocate, and rehabilitation groups for the handicapped and the aged will be notified in writing of the company’s Affirmative Action/Equal Opportunity Employment policy.
- Major subcontractors, vendors and suppliers will be informed in writing of the Affirmative Action/Equal Opportunity Employment policy.
- Please describe any additional actions planned:

ORGANIZATIONAL ANALYSIS

This section should include a listing of all trade categories that will be needed to perform the work of this specific project (include those to be employed by your Company and all subcontractors).

AFFIRMATIVE ACTION STEPS

Contractor shall agree:

1. Notify Minority recruitment sources and community organizations, in writing, that Contractor has employment opportunities available and shall maintain records of the organizations' responses.
2. In hiring Minority journeymen, helpers, apprentices, and trainees (where applicable), advertise in Minority newspapers, as well as utilize other available resources.
3. Maintain a file of the names and addresses of Minority workers referred to Contractor, what action was taken with respect to each such referred worker and the reasons therefore. If such worker was not employed by Contractor, Contractor's file shall document this and the reasons therefore.
4. Promptly notify the Authority when (i) any union or unions with which Contractor has a collective bargaining agreement have not referred to Contractor a Minority worker sent by Contractor or (ii) Contractor has other information that the union referral process has impeded Contractor in efforts to meet its goals.
5. Participate in training programs including apprenticeship, trainee, and journeyman programs.
6. Disseminate its affirmative action/equal employment opportunity policy within its own organization by including such policy in any policy manual; by publicizing it in firm publications, e.g., newspaper(s), newsletter(s), and annual report(s); by conducting meetings to explain and discuss the policy; by posting the policy in conspicuous places on the Development site; and by specific review of the policy with employees.
7. Disseminate its affirmative action/equal employment opportunity policy externally by informing and discussing it with all recruitment sources; by advertising in Minority newspapers; and by notifying and discussing it with all subcontractors and suppliers with whom Contractor does or anticipates doing business.
8. Make specific recruitment efforts directed at Minority organizations, schools with Minority students, Minority recruitment organizations, and Minority training organizations within Contractor's recruitment area.
9. Make efforts to encourage present Minority employees to recruit others.
10. Validate all tests and other selection requirements which adversely affect the opportunities of Minorities by showing that such requirements are relevant to performance on the job(s) in question.
11. Use its best efforts to make available after-school, summer, and vacation employment for Minority youth.

12. Use good faith efforts to develop on-the-job training opportunities and participate and assist in the development of off-site Minority training programs.
13. Evaluate all Minority personnel for promotional opportunities and encourage Minority employees to seek such opportunities.
14. Assure that seniority practices, Job Classifications, craft categories, and promotion procedures do not have a discriminatory effect.
15. Assure that all firm facilities and activities are non-segregated.
16. Monitor all personnel activities to assure that its Affirmative Action Plan is being carried out.
17. Undertake a good faith effort, as hiring opportunities occur, to include a specific percentage of minority and female trade workers. Such percentage shall be based on participation goals for the Metropolitan Statistical Area (MSA) in which the Development is located.
18. Require that all subcontractors affirm, in writing, their commitment to affirmative action in employment.

AFFIRMATIVE ACTION IN EMPLOYMENT ALL CONTRACTORS AND SUBCONTRACTORS

(Name of Development)

The Connecticut Housing Finance Authority requires that all contractors and subcontractors engaged in the construction or rehabilitation of housing assisted by the Authority shall take affirmative action to provide equal opportunity for employment without discrimination as to race, creed, national origin, ancestry, or sex. The developer and contractors shall utilize creative and aggressive approaches to provide equal opportunity for employment.

During the performance of any contracts for the construction of the above-captioned development (the "Development") the undersigned contractor (the "Contractor") agrees to comply with CHFA policy as follows:

1. To abide by the provisions of Executive Order 11246 and incorporate the Order in all nonexempt contracts entered into by the Contractor.
2. Not to discriminate against any employee or applicant for employment because of race, creed, color, national origin or ancestry, sex, marital status, age, sexual orientation, genetic information, learning disability, present or past history of mental disability, mental retardation, or physical disability or any other classifications protected by state and federal law in connection with performance of work under this Program, or other classifications protected by state or federal law. The aforesaid provisions shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment, and selection for apprenticeship. The contractor shall hereafter post on the Development site in conspicuous places, available for employees and applicants for employment, notices to be provided by Authority citing the applicable provisions of the Connecticut General Statutes.
3. In hiring minority journeymen, helpers, apprentices, and trainees (where applicable), to advertise in minority newspapers, and to rely on referrals from the Authority, as well as traditional methods utilized by the construction industry.
4. In the performance of any contracts for the construction of the Development, and prior to completion of such contracts, not to discriminate in hiring or employment on grounds of race, color, creed, national origin, ancestry, sex or sexual orientation or on grounds of any other classifications protected by state or federal law, or to discriminate on such grounds in the selection or retention of subcontractors, or in the procurement of materials or services or rentals of equipment.

Agreed to by: _____
Name of Contractor

Signature Date

Name (type or print) Title

CONCLUDING STATEMENT

I have read and pledge my full support to this Affirmative Action Plan. The Plan, and the commitments therein, are true and correct to the best of my knowledge and I pledge a “good faith effort” to achieve the objectives of the Plan within the established time frames.

Date

Chief Executive Officer

Date

Affirmative Action Officer