EQUAL EMPLOYMENT OPPORTUNITY EEO AFFIRMATIVE ACTION
POLICY STATEMENT & COMPLIANCE CERTIFICATE

TO: City of Duluth, MN
PROJECT NUMBER & DESCRIPTION ________________________________
___________________________________________________________________________________

FROM: ________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

(FIRM's name, address, telephone number)

A) Employment: It is the policy of the above named FIRM to afford equal opportunity for employment to all
individuals regardless of race, color, creed, religion, national origin, ancestry, age, sex, marital status,
status with respect to public assistance and/or disability. The FIRM will take affirmative action to ensure
that we will: (1) recruit, hire, and promote all job classifications without regard to race, color, creed,
religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance,
and/or disability, except where sex is a bona fide occupational qualification; (2) base decisions on
employment so as to further the principle of equal employment opportunity; (3) ensure that promotion
decisions are in accord with the principles of equal employment opportunity by imposing only valid
requirements for promotional opportunities; (4) ensure that all personnel actions such as compensation,
benefits, transfers, layoffs, return from layoff, FIRM sponsored training, education tuition assistance,
social and recreational programs will be administered without regard to race, color, creed, religion,
national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or
disability. The FIRM also intends full compliance with Veteran affirmative action requirements.
Additionally, minority and female employees shall be encouraged to participate in all FIRM activities and
refer applicants.

I have designated (name) _______________________________________________ to direct the
establishment of and to monitor the implementation of personnel procedures to guide the FIRM's
affirmative action program. Where PROJECTS exceed $500,000, this official shall also serve as the
liaison officer that administers the FIRM's “Minority Business Enterprise Program”. This official is
charged with designing and implementing audit and reporting systems that will keep management
informed on a monthly basis of the status of the equal opportunity area.

Supervisors have been made to understand that their work performance is being evaluated on the basis
of their equal opportunity efforts and results, as well as other criteria. It shall be the responsibility of the
FIRM and its supervisors to take actions to prevent harassment of employees placed through affirmative
action efforts.

B) Reports: Unless exempted by law and regulation, the FIRM shall make available and file those reports
related to equal opportunity as may be required by the City of Duluth and State and Federal compliance
agencies. Requirements and Reports are defined in 41CFR60 “Compliance Responsibility for Equal
Opportunity” published by the U. S. Department of Labor, which is incorporated herein by reference.
Additional requirements are defined in various State and Federal Civil Rights Legislation and Rules
promulgated thereunder.

C) Nonsegregated Facilities: The FIRM certifies that it does not maintain or provide for its employees any
segregated facilities at any of its establishments and that it does not permit its employees to perform
their services at any location, under its control, where segregated facilities are maintained. The FIRM
certifies that it will not maintain or provide for its employees any segregated facilities at any of its
establishments and that it will not permit its employees to perform their services at any location, under
its control, where segregated facilities are maintained. The FIRM agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this Certification, the term “segregated facilities” means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation for entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

D) **Affirmative Action Compliance Program:** Unless exempted by regulation and law, the FIRM, if the FIRM has 50 or more employees and if the value of current contracts with the City of Duluth exceeds $50,000, shall prepare and maintain a written affirmative action compliance program that meets the requirement as set forth in 41CFR60.

E) **Non-Compliance:** The FIRM certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notification of non-compliance with EEO Laws and Regulations.

F) **Employment Goals – Construction Projects:** It shall be the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the on-site workforce will be minority employees and that no less than 7% of the on-site workforce will be female employees. Further, it is the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the work hours generated shall be worked by minority employees and that no less than 7% of the work hours generated shall be worked by female employees.

G) **Subcontractors:** The FIRM will for all its PROJECT subcontractors regardless of tier (unless exempted by law and regulation) that received in excess of $2,500 require that: (1) the subcontractor shall execute an “EEO Statement and Certification” similar in nature to this Statement and Certification, (2) said documentation to be maintained on file with the FIRM or subcontractor as may be appropriate.

Executed this ________ day of ______________, 20__ by:

________________________________________________________________________

Printed name and title

________________________________________________________________________

Signature

**NOTE:** In addition to the various remedies prescribed for violation of Equal Opportunity Laws, the penalty for false statements is prescribed in 18 U.S.C. 1001.