

Sample Affirmative Action Plan Statement

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. Such action shall include; 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, per-apprenticeship and/or on-the-job training.

Positive and affirmative action is taken to ensure the fulfillment of this policy in regard to all aspects of the employment relationship, including but not limited to:

- Hiring, placement, upgrading, transfer, or demotion
- Recruitment, advertising, or solicitation for employment
- Treatment during employment
- Rates of pay and/or other forms of compensation
- Educational assistance and other employee benefits
- Selection for training
- Social or recreational programs

Company Name here will implement, monitor, enforce, and achieve full compliance with this Affirmative Action Policy in conjunction with the applicable federal and state laws, regulations, executive orders, and the EEO contract provisions. Listed below are the applicable Federal Antidiscrimination laws, Executive Orders and Regulations:

- 1) FHWA 1273
- 2) Title VI and VII of the Civil Rights Act of 1964 as amended
- 3) Presidential Executive Order 11246 as amended
- 4) Americans with Disabilities Act of 1990
- 5) Fair Labor Standards Act of 1938, as amended
- 6) Required Contract Provisions Federal Aid Construction Contracts
- 7) Minority Business Enterprises as Subcontractors
- 8) Standard Federal Equal Employment Opportunity Construction Contract Specifications

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In implementing this policy and ensuring that equal opportunity is being provided to protected class members, each time a hiring opportunity occurs **company name** will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will state "An Equal Opportunity Employer." "Woman and minorities are encouraged to apply."

In order to substantiate company name efforts and affirmative actions to provide equal opportunity, company name will maintain and submit, as requested, documentation such as referral request correspondence, copies of advertisements utilized, and follow-up documentation to substantiate that efforts were made in good faith. The Lane Construction Corporation will maintain internal EEO/affirmative action audit procedures, reporting, and recordkeeping systems.

It is understood by me, the Equal Employment Opportunity Officer, and supervisory and managerial personnel that failure to effectively implement, monitor, and enforce company name Corporation's Affirmative Action Program and the failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program, in each instance of hire will result in company name being required to recommit itself to a modified and more stringent affirmative action program, prior to receiving approval. It is recognized that an approved affirmative action program is a prerequisite for performing services for the contracting agency.

Managers and supervisors are being advised of their responsibilities to ensure the success of the program. The ultimate responsibility for the affirmative action program rests with the Chief Executive Officer. However, the day-to-day duties will be coordinated by HR representative name or Company Official, who has been designated as the Equal Employment Opportunity Officer for company name. This affirmative action plan has my whole-hearted support. In addition, each manager and supervisor as well as all employees are to aid in the development and implementation of the program and will be held responsible for compliance with its objectives.