BIDDER EMPLOYMENT PRACTICES REPORT

Donald L. Plusquellic
Mayor

OFFICE OF CONTRACT COMPLIANCE

DEPARTMENT OF LAW • CITY OF AKRON
161 South High Street / Akron, Ohio 44308
Suite 202

I. INSTRUCTIONS

A. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT: This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance, 616-1970, Sections 1 thru 10 of the City of Akron and the rules and regulations pursuant thereto provide for contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concessions agreements, and permits.

B. BIDDER PERFORMANCE: Completion of this Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with this Program by the Contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on City of Akron contracts.

C. FILING THIS REPORT: Return this completed report in DUPLICATE along with other appropriate bid documents to the CONTRACTING CITY AGENCY. Inquiries related to this report should be directed to the Contract Compliance Office, 146 South High Street, Suite 605, Akron, OH 44308.

II. BIDDER INFORMATION

1. REPORTING STATUS ❑ a. Prime contractor ❑ b. Prime subcontractor ❑ c. Supplier ❑ d. Other (specify)	
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT	
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER	
4. NAME AND ADDRESS OF PRINCIPAL OFFICE OF BIDDER	
5. CONTRACTING CITY AGENCY (OR AGENCIES)	
6. SIGNATURE AND TITLE OF BIDDERS AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE	**DATE**

EVALUATION (LEAVE BLANK)

❑ Compliance

❑ Non-Compliance ❑ Follow-up _____

III. POLICIES and PRACTICES

The bidder will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Akron by encircling the applicable letter to the left of each item below. The Letters are to be interpreted as follows:

A - This is now a practice of the Company.

B - The Company will adopt this policy.

C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	**1.** The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	**2.** The Company will assign responsibility to one of its officials to develop procedures which will assure that this policy is understood and carried out by managerial, administrative and supervisory personnel. Official's Name Title	
A B C	**3.** The Company will state its non-discriminatory policy in writing and communicate it to the following: a. All employees c. All relevant employee organizations including labor unions b. All recruitment sources d. All subcontractors	
A B C	**4.** The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	**5.** The Company will sponsor or finance educational or training programs for the benefit of employees or prospective employees without regard to race, religion, color, sex or national origin.	
A B C	**6.** Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained; and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	**7.** The Company will take steps to integrate any positions, departments, or plant locations which have no minority persons including African American or are almost completely staffed with one particular ethnic or racial group.	
A B C	**8.** Answer only if you are a "Construction Contractor." In order to achieve an integrated workforce the Company will employ minority workers, including African Americans, in each trade and/or implement an affirmative action program satisfactory to the Office of Contract Compliance, City of Akron.	
A B C	**9.** The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: a. education b. experience c. tests d. arrest records	
A B C	**10.** Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	**11.** The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

IV. EMPLOYMENT DATA

Please note that these data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any federal, state or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES							
				MALE				FEMALE			
	TOTAL MALE & FEMALE	MALE	FEMALE	African-American	Asian American	Native American	Hispanic American	African American	Asian American	Native American	Hispanic American
Officials, Managers and Supervisors											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
Apprentices											
TOTAL											
Total employment from previous report (If any)											

REMARKS

Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report; that he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

Firm or Corporate Name _____ **Date of Signing** _____

Signature _____ **Title** _____

Signature _____ **Title** _____

V. ADDITIONAL INFORMATION (Optional)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is needed.

VI. DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors. - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professionals. - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, surveyors, and kindred workers.

Technicians. - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: draftsmen, engineering aids, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic physical sciences), and kindred workers.

Sales Workers. - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, and kindred workers.

Office and Clerical. - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen. (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes: the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives. (Semi-skilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeeper, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers. - Workers in both protective and nonprotective service occupations, Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeeper, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices. - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.