



**REQUIRED DOCUMENTATION FOR CIVIL RIGHTS
SUBCONTRACTOR COMPLIANCE REVIEW**

In accordance with 23 CFR Part 230, the Arizona Department of Transportation (ADOT) Civil Rights Office maintains the responsibility to monitor equal employment opportunity (EEO) compliance efforts with contractual requirements.

All requested documentation must be provided to the Prime Contractor as requested.

1. Project Number	2. Contract Amount	3. Date of Review
4. Subcontractor Identification (Specify if a Disadvantaged Business Enterprise) _____ <input type="checkbox"/> Prime <input type="checkbox"/> Subcontractor <input type="checkbox"/> Vendor <input type="checkbox"/> Supplier <input type="checkbox"/> Other (Specify)		
5. Name and Address of Subcontractor		
6. Project Address:		
7. Name and Title of Policy Making Officer (List titles of other positions being held in the company)		
8. Name and Title of Project Officer (List titles of other positions being held in the company)		
9. Name and Title of Equal Employment Opportunity Officer (List titles of other positions being held in the company)		
10. Contract or Production: Schedule _____ Beginning Date: Est. Completion Date: Anticipated Peak:		
11. Type of Work		

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EEO OFFICER	
1. Does the subcontractor have a designated EEO Officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. What is the name of the company's designated EEO Officer? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does the EEO Officer have adequate authority to effectively implement the contractors EEO Program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the EEO statement include the name and contact information of the EEO Officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has the EEO Officer conducted periodic meetings to supervisors and personnel employees? How often? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has the EEO Officer reviewed and explained the EEO policy to all new supervisors and employees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION (AA) POLICIES AND PROCEDURES	
7. Is there a EEO/Affirmative Action Policy/Plan established for the company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Is there a Sexual Harassment Policy established for the company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Does the EEO policy statement include the language used in Required Contract Provisions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Is there a discrimination complaint procedure established for this company? (Provide documentation)	<input type="checkbox"/> YES <input type="checkbox"/> NO

<p>Have any complaints of discrimination been received within the past three years?</p> <p>Provide a discrimination complaint Log to include specific date(s) of complaint(s), nature of complaint(s), action taken and outcome</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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AMERICANS WITH DISABILITIES ACT (ADA) POLICY/PROCEDURES FOR EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

<p>11. Is there a policy/procedures on how applicants and employees can request reasonable accommodations? (Provide documentation)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSONAL ACTIONS

<p>12. Are records kept on personnel actions that are necessary to determine compliance with EEO obligations? (Personnel actions include termination, layoff, upgrading, demotion, transfer training, etc.)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DISSEMINATE THE EEO POLICY

<p>13. Has the EEO policy and other required notices and posters been placed in an area readily accessible to employees, applicants for employment, and potential employees</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>14. Have all new supervisory personnel and office personnel hired this season been given thorough indoctrination in the EEO policy within 30 days of their employment starting date</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>15. Have EEO meetings with supervisory personnel and office personnel been conducted prior to the start of work on this project and at least every six months during the progress of this project?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

RECRUITMENT

<p>16. When advertising for employees in newspapers, trade magazines or other publications, has the notation "An Equal Opportunity Employer" been included in those advertisements?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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17. Have present employees been encouraged to refer minority and female applicants for employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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UNION AFFILIATIONS

18. Is this firm signatory to a collective bargaining agreement(s)? If yes, provide copies of current collective bargaining agreements for applicable trades for the covered areas.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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19. Does the contractor have an active training program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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20. If there are none on the project at the time of the review, are they anticipated to be on the project? When? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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21. Provide a Monthly Training Progress Report, generated by the reporting software with required signatures for all apprentices/trainees being utilized. *OPTIONAL*	
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APPROVAL SIGNATURE

Completed by: _____

Title: _____ Date: _____

Signature of Authorized Official: _____

ADOT CIVIL RIGHTS OFFICE (USE ONLY)

Contractor Compliance Reviewers:

Review Date:
