

**Hartford Affirmative Action Plan (HAAP) /
Equal Employment Opportunity
Agreement & Affidavit**

Project # & Title: _____

Each contractor, subcontractor and supplier subject to the provisions of Article XII, Section 2-680, et seq. of the Hartford Municipal Code, must execute this Agreement & Affidavit, prior to the execution of any binding agreements with the City of Hartford. This agreement shall form a part of and be deemed attached to all contracts or purchase orders between the City of Hartford (the City) or it's Agent and the undersigned.

During the performance of this contract, the Contractor agrees to comply with the following:

1. Each Contractor will comply with all provisions of Executive Order No. 11246, Executive Order No. 11375 and Executive Order No. 11063, Connecticut Fair Employment Act, the Vocational Rehabilitation Act of 1973, including all standards and regulations which are promulgated by the government authorities which established such acts in said requirements, and all standards, and regulations incorporated herein by reference.
2. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin or physical or mental handicap, religion and sexual orientation. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation. Such actions shall include, but not be limited to, the following Employment, Upgrading, Promotion, Demotion, or Transfer, Recruitment or Recruitment Advertising, Layoff, or Termination; Rates of Pay or other forms of compensation; and Selection for Training, including Apprenticeship.
3. The Contractor will designate a person to handle affirmative action matters for the company who will have the responsibility for assuring compliance.
4. The Contractor will submit their company's written Affirmative Action / EEO policy statement to the City of Hartford as part of the EEO Certification.
5. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation.
6. Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control, where segregated facilities are maintained. As used in this Agreement, the terms "segregated facilities" means any waiting rooms, work areas, restrooms, and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, creed, color, age, national origin or physical or mental handicap, religion and sexual orientation because of habit, local custom otherwise.
7. The contractor shall comply with the City of Hartford's "Ban the Box" Ordinance sections 2-785 to 2-793, which prohibits discrimination in hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of Hartford have adopted and employ fair hiring policies and practices that are consistent with the City's goal of removing obstacles to the employment of persons with prior convictions. Furthermore, job applications shall not contain a "checkbox" or inquiry regarding a job applicant's prior convictions and applicant's criminal record shall not be revealed to the individuals who are making the hiring decision until a conditional offer of employment has been made. Rejection of an applicant shall only be considered lawful if the contents of the criminal record have a direct bearing on the nature of employment or the offer of employment would violate state or federal law.
8. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments.

9. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the compliance officer setting forth the provisions of this nondiscrimination clause.
10. The Contractor will furnish and submit all documents, information and reports required by the City of Hartford, Executive Order No. 11246, as amended, the Vocational Rehabilitation Act of 1973, and by the rules, regulations and orders of the Secretary of Labor, pursuant thereto, and will permit access to their books, records and accounts by the Contracting Agency, the City and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders. Contractor further agrees to submit periodic reports of employment and subcontracting practices in such a form, in such a manner and at such time as required by the City of Hartford. All records must be retained for a period of 3 years following the completion of work and shall be available at reasonable times and places for inspection by authorized representative of the City. The contractor will also permit its employees to participate in on-site interviews conducted by City staff for the purpose of assuring wage compliance.
11. The Contractor will include the provisions of paragraphs (1) through (10) in every subcontract or purchase order and it is the responsibility of the contractor to assure subcontractor compliance with all of the above terms. These provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Owner may direct as a means of enforcing such provisions.
12. The Contractor shall set aside 15% of the total project costs for certified Minority & Women Business Enterprises.
13. Prior to awards of subcontractors or purchase orders for this work, the Contractor will conduct informal meetings with interested MBE/WBE suppliers and contractors for the scope of the work to be awarded. Contractor will inform associations and consortia of minority and female contractors of bid specifications well in advance of the closing date for bid submission. Contractors and subcontractors must document and maintain records of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations. Copies of MBE/WBE contracts must be provided to the City prior to the execution of contract with the City.
14. The Contractor assures that no less than 15% of the total project work hours, by trade, will be worked by minority trades-workers.
15. The Contractor assures that no less than 30% of the total project work hours will be worked by Hartford Residents.
16. The Contractor will contact the business agent for the labor unions with whom he has an agreement and request minority persons and Hartford residents be referred for work on this project.
17. The Contractor and its subcontractors shall notify the City of Hartford of all job openings located within the Hartford Labor Market Area and shall require their subcontractors or vendors to advise the Contract Compliance Officer as to the opportunities for employment within the vendor's or subcontractor's organization, for the duration of this project. Notification of job openings shall include criteria and minimum qualifications, rates of pay, hours of work, duration of employment, work to be performed, job skills and type of training required for each position.
18. The Contractor shall make all good faith efforts to comply with the Affirmative Action goals of the City by consulting with the City of Hartford's Contract Compliance Manager, regarding specific affirmative steps to undertake and by maintaining documentation of all communication, advertising, recruiting and training efforts. The contractor shall notify the City of Hartford immediately shall any problems arise in meeting any of these requirements.
19. In the event of the Contractor's noncompliance with the nondiscrimination and equal employment clauses of this contract, this contract may be canceled, terminated or suspended, in whole or in part, without penalty to the City or its Agent.

My organization hereby agrees to comply with all the terms noted above in the Hartford Affirmative Action Plan / Equal Employment Opportunity Agreement.

(Signature of authorized agent)

(Date)

Project # & Title: _____

AFFIDAVIT FOR BECOMING SIGNATORY TO THE "HARTFORD AFFIRMATIVE ACTION PLAN"

I, _____, being duly sworn do depose and say:
(Insert name and title of authorized agent)

1. I am an official of the following organization and I am authorized to submit this affidavit for and on behalf of my organization, thereby binding it to the terms and statements contained herein.
2. My organization hereby acknowledges its agreement with the intent; purpose and scope of the Hartford Affirmative Action Plan adopted pursuant to Section 2-680 et seq. of the Municipal Code of the City of Hartford, and will make all good faith efforts to comply with its provisions.
3. My organization hereby agrees and certifies as a condition of participating on construction projects of the City of Hartford that it will not practice discrimination in regard to minority group individuals and women and will eliminate any continuing effects, if any, of past discrimination.
4. My organization does not discriminate against persons previously convicted and has adopted policies that employ fair hiring policies and practices that are consistent with the City of Hartford's goal of removing obstacles to the employment of persons with prior convictions.
5. My organization hereby agrees to comply with the contractual responsibilities regarding Minority Business Utilization, Minority & Female trades-worker participation and Hartford Residency requirements of City of Hartford.

(Insert name of company)

(Signature of authorized agent)

Subscribed to and sworn to before me this _____ day of _____, 20_____

(Check appropriate box)

 Commissioner of Superior Court

Notary Public, my commission expires: