

NOTICE: EQUAL OPPORTUNITY EMPLOYER (EEO) POLICY & OFFICERS

Section A: Project Identification

1. Sub Acct No.	2. Project Name	3. Project Location

Section B: Prime Contractor Information

4. Prime Contractor Name	5. Company EEO Officer Full Name	6. Company EEO Officer Physical Address and E-Mail Address	7. EEO Officer Phone Number (including area code)
8. <input type="checkbox"/> Check box if company and project EEO Officer are the same person.	9. Project EEO Officer Full Name	10. Project EEO Officer E-Mail Address	11. Project EEO Officer Phone Number (including area code)

Section C: Policy Declaration

The prime contractor and each subcontractor having a contract of \$10,000 or more on this project have accepted the following operating policy. A copy of the full policy may be obtained by contacting the contractor's EEO Officer identified below:

“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, transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.”

We encourage employees and potential employees to use our available training programs. For information about what programs are available, entrance requirements and assistance in applying for training programs, contact any supervisor. We request present employees to encourage women and minorities to apply for employment or training with our company.

Section D: Subcontractor EEO Officers

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer.

Company Name	EEO Officer Information		
	Full Name (First & Last)	Mailing Address	Telephone Number (incl. area code)

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Instructions

Section A: Project Identification

1. Sub Acct No. – enter project (five digit) sub account number
2. Project Name – enter project name
3. Project Location – enter location of project

Section B: Prime Contractor Information

4. Prime Contractor Name – enter the Prime Contractor name
5. EEO Officer Full Name – enter the name of the Prime Contractor's **COMPANY** EEO Officer
6. EEO Officer E-Mail Address – enter the e-mail address of the Prime Contractor's **COMPANY** EEO Officer
7. EEO Officer Phone Number – enter the phone number of the Prime Contractor's **COMPANY** EEO Officer
8. Check the box if the prime contractor's company and project EEO officer are the same person. If they are the same, boxes 9-11 do not have to be filled out.
9. EEO Officer Full Name – enter the name of the prime contractor's **PROJECT** EEO Officer
10. EEO Officer E-Mail Address – enter the e-mail address of the Prime Contractor's **PROJECT** EEO Officer
11. EEO Officer Phone Number – enter the phone number of the Prime Contractor's **PROJECT** EEO Officer

Section C: Policy Declaration

This section states the EEO Policy Declaration made by the Prime Contractor and each Subcontractor having a contract of \$10,000 or more.

Section D: Subcontractor EEO Officers

This section lists the company name, full name, mailing address, and phone number for the EEO Officer of each subcontractor having a contract of \$10,000 or more. This data is updated and reposted as subcontracts are entered into, and the data remains posted until the bulletin board is removed from the job site. A second page is available for listing more companies and officers.

Company Name – enter the name of the firm

EEO Officer Full Name – enter the first and last name of the Company's EEO Officer

Mailing address – enter the street, city, state, and zip code of the EEO Officer's business address

Phone Number (including area code) – enter the EEO Officer's phone number