

**Affirmative Action Plan
for
City of Madison
Individual Developer
(Effective for 2 Years)**

1. Company Name

5. E-mail Address

2. Address/City/State/Zip Code

6. Your Website

7. CEO

3. Telephone

8. Date

4. FAX

FOR QUESTIONS:

CONTACT AA CONTRACT COMPLIANCE SPECIALIST:

Department of Civil Rights Affirmative Action Division

210 Martin Luther King, Jr. Boulevard, Room 523

Madison, Wisconsin 53703

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contractcompliance@cityofmadison.com

www.cityofmadison.com/dcr

This Affirmative Action (AA) Plan is submitted to the City of Madison as a condition of prequalification to bid on City of Madison contracts.

Policy Statement

- It is our policy not to discriminate against any employee or applicant because of:
 - race
 - religion
 - marital status
 - age
 - color
 - sex
 - disability/handicap
 - national origin or ancestry
 - income level or source of income
 - arrest record or conviction record
 - less than honorable discharge
 - gender identity
 - physical appearance
 - sexual orientation
 - political beliefs
 - student status

- We shall take affirmative action to ensure that applicants and employees are treated without regard to race, religion, color, age, marital status, disability, sex, gender identity, sexual orientation or national origin. Such action shall include, but not be limited to:
 - employment
 - upgrading
 - demotion or transfer
 - recruitment or recruitment advertising
 - layoff or termination
 - rates of pay or other forms of compensation
 - selection for training including apprenticeship insofar as it is within our control

- We will maintain a harassment-free work environment for all employees. We will require our employees to comply with this policy statement and Affirmative Action Plan. **All related non-discrimination policies must include all of the above protected groups.**

Staff Responsibility

- Our Chief Executive Officer is responsible for implementation of our Affirmative Action (AA) Plan. The designated Equal Employment Opportunity/Affirmative Action Officer is responsible for internal monitoring, data and reporting on compliance with Section 39.02 of the Madison General Ordinances and our Affirmative Action Plan:

All Contractors (including your General Contractor and Subcontractors)

1. I agree not to discriminate against any contractor or person who offers to contract with us because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin. I am committed to increasing the utilization of Small Business Enterprises (SBEs) including those owned by racial/ethnic affirmative action group members and women, as subcontractors on City of Madison non Public Works projects. I will take affirmative measures to increase subcontracting opportunities to these businesses. I will require similar efforts from those companies with which I do business on City of Madison non-Public Works contracts. I commit to the following:
 - 1.A. Providing SBEs, Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) and Disadvantaged Business Enterprises (DBEs) maximum feasible opportunity to compete for subcontracting opportunities on City of Madison non Public Works projects; and
 - 1.B. Making a Good Faith Effort to increase my overall utilization of SBEs, MBEs, WBEs and DBEs as subcontractors, vendors and suppliers and to ensure that these SBEs, MBEs, WBEs and DBEs receive an equitable share of my business:
2. I will ensure that my general contractor(s) and all of the subcontractors working on City of Madison non Public Works projects provide equal employment opportunity:
3. I will include the Articles of Agreement contained in my contract with the City for non Public Works projects in every subcontract so that these provisions will be binding upon each subcontractor. I will require my subcontractors working on City of Madison non Public Works projects to comply with the requirements of MGO 39.02 prior to starting work on any City non Public Works project. I will take the necessary action to enforce these provisions, including sanctions provided for noncompliance in Section 39.02(9)(e)2., Article VII of the Madison General Ordinances:
- 4A. Yes I do presently, commonly or will subcontract and have attached a copy of our Standard Subcontract to this plan.
* Any City subcontract will include the City's full AA Articles (available here: www.cityofmadison.com/dcr/documents/ArticlesAgmt.pdf):
- 4B. I do not subcontract normally or expect to do so:

Goals, Good Faith Efforts and Timetable

- I am committed to achieving the City's goals of 6% racial/ethnic affirmative action group members and 7% women. I understand that the City has established these goals for all contractors regardless of whether they are prime or subcontractors on a project. The goals are measured in percentages of contractor project work hours on each project:
- The goal of this Affirmative Action Plan is to achieve a balanced workforce, which employs racial/ethnic affirmative action groups, women and people with disabilities throughout all job categories. I understand that I am expected to make good faith efforts to eliminate wage disparities and to document these efforts:

Performance Evaluation

- The Affirmative Action Division will evaluate my performance under this plan continuously throughout each City non Public Works project. I will cooperate with this monitoring process.

Compliance

- I understand that I am in compliance with the City of Madison Affirmative Action Ordinance and Contract Compliance Program when I fulfill all City of Madison ordinance provisions and meet or exceed utilization goals. If I do not meet the utilization goals, I must demonstrate good faith efforts to do so in order to be in compliance including, but not limited to contemporaneous, new affirmative action outreach communications, diversity job fairs, and/or mentor/internship participation. Compliance is determined by the Affirmative Action Division Manager, whose determination may be appealed by following the procedure contained in Section 39.02(9)(g) of the Madison General Ordinances.

No Private Cause of Action

- This Plan is not intended to create a private right of action by or on behalf of any employee or applicant for employment based upon a claim that this Plan, or the Developer's contractual obligation have not been complied with. An employee or applicant for employment who claims a violation of this Plan or the Developer's agreements with the City may file a complaint as provided in Section 39.02(9)(h) of the Madison General Ordinances.

Additional Affirmative Action Program

- I understand that the City of Madison must apply certain additional federal equal opportunity or affirmative action requirements to its contractors, when applicable. These requirements will be made a part of the appropriate contract documents.

Acknowledgement

- On behalf of this contractor and with its authorization the undersigned acknowledges that he/she has read, reviewed and adopted this Affirmative Action Plan and agrees to be bound by it. Further, the information provided herein is accurate and true to the best of this employer's ability. The undersigned further acknowledges that the City of Madison has the right to review the records of this employer, which shall be maintained as documentation of this employer's agreement to be bound by the current plan and supplemental data we have submitted: