FAIR EMPLOYMENT PRACTICES COMPLIANCE REPORT

*(Reference CSU’s Nondiscrimination Clause in CSU’s Contract General Conditions, under “Laws to be Observed – Regarding Labor”.)*

Project Contract No.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. NAME AND ADDRESS OF CONTRACTOR PRIME SUB | | | | | | Yes | No |
| 2. In accordance with California Fair Employment Practices provisions, have you established a company-wide employment policy to assure that equal employment opportunity is given to all persons without regard to race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), or sex? | | | | | |  |  |
| 3. Have you notified all supervisors, foremen, and other personnel officers in writing of the anti-discrimination clause and their responsibilities under it? | | | | | |  |  |
| 4. Have notices setting forth the provisions of the Fair Employment Practices Section been posted in conspicuous places available to employees and applicants for employment on this project? | | | | | |  |  |
| 5. Have the Company’s employee referrals, including unions, employment agencies, advertisements, Department of Employment, etc., been notified of the contents of the anti-discrimination clause? | | | | | |  |  |
| 5a. Has this been done in writing? | | | | | |  |  |
| 6. Has each such employee referral advised the Company that it will refer all qualified applicants for employment to the company without regard to race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), or sex? | | | | | |  |  |
| 7. Has a collective bargaining agreement or other contract or understanding been made with a labor union (or unions) which covers the performance of any work on this project? | | | | | |  |  |
| 7a. Do you operate under an Association Master Labor Agreement? If your answer is “yes,” state the name of the Association.    Are copies of those agreements on file with the awarding authority? | | | | | |  |  |
| 7b. If you do not operate under an Association Master Labor Agreement, then indicate what steps you have taken to attempt to develop an agreement which will:  (1) Spell out responsibilities for nondiscrimination in hiring, referral, upgrading, and training.  (2) Otherwise implement an affirmative anti-discrimination program in terms of the unions’ specific area of skill and geography, to the end that qualified minority workers will be available and given an equal opportunity for employment.  In addition, if you have reached such an agreement, attach a copy of the provisions thereof which bear on (1) and (2) above. | | | | | | Yes | No |
| 8. Have you encountered any opposition to the anti-discrimination clause by individuals, firms, or organizations? | | | | | |  |  |
| If your answer to No. 8 is “Yes,” identify the individual, firm, or organization and briefly describe the nature of the opposition. | | | | | |  |  |
| 9. Check principal sources for employee referrals:  a) Const. Workers Workers | Dept. of Emp. | Emp. Agencies | Direct Hiring | Union | Other | | |
| b) Other Workers |  |  |  |  |  | | |
| 10. The following person or persons are responsible for determining whom to hire or whether or not to hire workers on this particular project: | | | | | |  |  |
| 11. Do you employ or intend to employ apprentices on this project? | | | | | | Yes | No |
| Indicate who is responsible for selection of such apprentices:  Employee of Contractor Joint Apprenticeship Comm Union Other | | | | | |  |  |
| QUESTIONS 12 THROUGH 14 TO BE FILLED OUT BY PRIME CONTRACTOR ONLY:  Yes No | | | | | | | |
| 12. Have you awarded any subcontracts in excess of $5,000 for work covered by your contract? | | | | | |  |  |
| 13. Have the anti-discrimination provisions been included in each of said subcontracts? | | | | | |  |  |
| 14. Have all such subcontractors been instructed to file compliance reports and have they been furnished with report forms? | | | | | |  |  |

## FAIR EMPLOYMENT PRACTICES COMPLIANCE REPORT

# INSTRUCTIONS TO CONTRACTORS

This compliance report is required by the Fair Employment Practices provisions of State contracts financed with State funds when the amount of such contract exceeds $5,000.

This report is to be completed in its entirety for each prime contract and all first tier subcontracts in excess of $5,000. The prime and subcontract report shall be submitted by the prime contractor to the awarding authority within ninety (90) calendar days after approval of the contract. For contracts scheduled to be completed in less than ninety (90) calendar days, such report shall be submitted within ten (10) days after commencing work.

Additional sheets of paper may be attached, if necessary, to submit explanations or further information.

If the answer to any of the questions indicates noncompliance with the anti-discrimination provision of the contract, a brief explanation of such answer must accompany the report.

It shall be the further responsibility of the contractor to keep the information contained in the compliance report current, and should there be changes in the contractor’s agreements with employee referrals, including unions or in the individuals responsible for hiring, etc., which would change the answers submitted by the contractor in his original questionnaire, the contractor should file a supplementary report containing revised answers to the applicable questions. Such changes from the original report are to be submitted in duplicate.

Upon completion of the contract, the contractor must submit a final statement of compliance, including statements that the original compliance report was submitted, that any changes in the original report were reported, and that the requirements of the Fair Employment Practices section were complied with during the contract. If such a statement cannot be submitted in its entirety, a statement along the same lines with the exceptions noted must be submitted.

The State may require submission of additional information or reports on compliance at any time.