

# EEO OFFICER NOTIFICATION AND PROGRAM COMPLIANCE CERTIFICATION

(Companies that perform Federal-aid contract work of \$10,000 or more annually must submit this form each January)

FROM (Name of Company): \_\_\_\_\_ Date \_\_\_\_\_

TO: NH DOT Office of Access, Opportunity and Compliance

In accordance with the Required Contract Provisions (Form FHWA 1273), the following information is furnished:

*Initial Next to Each*



### **THIS IS TO CERTIFY:**

\_\_\_\_ This Company has accepted the following statement as our operating policy: "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, or 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."

\_\_\_\_ Periodic meetings with supervisory and personnel office employees were conducted before the start of work and will be accomplished once every six (6) months.

\_\_\_\_ All new supervisory or personnel office employees were given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within 30 days following their employment start date.

\_\_\_\_ All personnel who are engaged in direct recruitment for the project were instructed by the EEO Officer in the contractor's procedures for locating and hiring minority group employees.

\_\_\_\_ This company's EEO policy was reviewed and reaffirmed within the last 12 months and was brought to the attention of all our employees by the following means (check as applicable):

Meetings/Briefings     Employee Handbook     Other: \_\_\_\_\_

\_\_\_\_ A written record was made of the above meetings/briefings, person's attending and the subject matter that was discussed. Signed acknowledgements of attendance at EEO meetings/training are on file.

\_\_\_\_ I have **attached** a copy of this company's **EEO Appointment Letter** and **Policy Statement**.

### **\*SIGNED CERTIFICATION AND NAME OF CORPORATE EEO OFFICER:**

\_\_\_\_\_  
Signed & Printed Name

\_\_\_\_\_  
Title or Position in Firm

\_\_\_\_\_  
Address (Include Zip Code)

\_\_\_\_\_  
Telephone (Include Area Code)

Email Address: \_\_\_\_\_

\* Named individual must be capable of effectively administering and promoting an active contractor program of EEO and who must be assigned adequate authority and responsibility to do so.

**(See Enclosures)**