

SAMPLES OF GOOD FAITH EFFORT

Good Faith Efforts are result oriented and should include, but not be limited to, the following actions:

1. Recruit, employ and utilize minorities and females.
2. Direct recruitment efforts, both orally and written to minority, female and community organizations (including schools with minority and female students).
3. Document that two-way communication has taken place and that the company's recruitment/referral procedure has been established.
4. Keep a list of off the street applicants, referrals from the union and community organizations and follow-up on what action was taken with respect to those individuals.
5. Develop and maintain On-the-Job training, which includes upgrading and/or promotional opportunities.
6. Company wide discussion and dissemination of the company's EEO and Sexual Harassment policies to all supervisory and personnel employees at least every six months.
7. Disseminate the Company's EEO policy externally by including it in any advertising.
8. Provide written notification of the policy to unions, and request their cooperation and assistance in meeting the contract EEO obligations.
9. Post the EEO policy on all home office and job site bulletin boards.
10. Provide the EEO contract obligations to all subcontractors.
11. Ensure that all company employment practices do not have a discriminatory effect.
12. Ensure that all facilities and company activities are non-segregated.
13. Encourage all employees to refer minority and female applicants to the company.
14. Where reasonable, provide after school, vacation, summer employment to minority and female youth.
15. As a company EEO Officer, visit the job site to ensure a work environment free from harassment and intimidation.
16. Include EEO in the tool box meetings so that all employees are familiar with the company's policies. Document all meetings.
17. Document the progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women.
18. Document the progress and efforts being made in securing the services of DBE subcontractors with meaningful minority and female representation among their employees.
19. The contractor should document any actions taken which demonstrate he is using his best efforts to ensure subcontractor compliance with their EEO obligations.
20. Ensure that employees are informed to their right to file complaints of discrimination.