

*Genesee County
Office Of Equity & Diversity*



MODEL EQUITY & DIVERSITY PLAN

Instruction Sheet

1. **ALL SECTIONS OF THE GENESEE COUNTY MODEL EQUITY & DIVERSITY PLAN MUST BE COMPLETED.**
2. **FULLY RESPOND TO EACH QUESTION.**
3. **IF ANY SECTION IS NOT APPLICABLE TO YOUR COMPANY, WRITE N/A.**
4. **COMPLETE DOCUMENT, SIGN AND MAIL OR FAX THIS ORIGINAL DOCUMENT TO:**
5. **SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL 257-3028.**

Genesee County Office of Equity & Diversity

1101 Beach St., Room 343

Flint, MI 48502

FAX 810.768.7943

Genesee County utilizes these plans for informational purposes only. The Content of any proposer's plan is not considered in either the evaluation of the proposal or the decision to award a contract to a specific vendor.



Genesee County Office of Equity & Diversity

Genesee County Administration Building
1101 Beach Street, Room 343 Flint, MI 48502
Phone (810) 257-3028 Fax (810) 768-7943

MODEL EQUITY & DIVERSITY PLAN

FOR: Genesee County Vendors (i.e. Suppliers, Contractors, or Subcontractors)

COMPANY NAME: _____

dba if different from Company Name _____

ADDRESS: _____

PHONE: _____

FAX: _____

Email: _____

If any of your mailing information has changed since last year, please make note of the change below

NEW COMPANY NAME: _____

NEW ADDRESS: _____

NEW PHONE: _____

NEW FAX: _____

Check one or more below if applicable:

White Owned Business

Person with Disabilities Owned Business

Woman Owned Business

Minority Owned Business *(check those that apply below)*

African-American

Hispanic

Asian-Pacific Islander

American Indian or Alaskan Native

IN ORDER TO BE RECOGNIZED AS A MINORITY, PERSON WITH DISABILITIES, OR WOMAN OWNED BUSINESS, YOUR BUSINESS MUST BE AT LEAST 51 % OWNED, CONTROLLED, AND OPERATED BY MINORITY, WOMEN, OR PERSONS WITH DISABILITIES SEE PAGE 5 FOR DEFINITIONS.

1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

If you do not have a written equal opportunity policy, this model policy statement been provided for you to adopt by simply filling in your company name and having the CEO sign at the end.

“It is the policy of _____ to provide Equal Employment Opportunity for all persons regardless of race, color, religion, national origin, age, marital status, height, weight, arrest record, sex, or disability. We acknowledge the Equal Employment Opportunity (EEO) is a legal, social, and economic necessity for our company.”

2. STEPS TO PROMOTE EQUAL OPPORTUNITY

Please provide the names, addresses and phone numbers of your recruitment

Recruitment: (Indicate which sources of media, agencies, organizations colleges and schools, community groups, and others who have special contacts with women, minority, and disability groups you are currently contacting for recruitment purposes.)

Name	Address	Phone #

Do you include a copy of your EEO policy when sending letters to your recruitment sources?

Yes No

Do you use the “EEO/Equity & Diversity” tag line as a statement of your commitment?

Yes No

Are you willing to send a copy of your job announcements to the Genesee County Office of Equity & Diversity?

Yes No

If you answered no to any of the above questions please explain: _____

3. SELECTION PROCEDURE

Describe methods used for applicant selections (e.g., application forms, interviews, tests, reference checks, etc.):

Explain what practices are implemented to insure that an equal and unbiased selection process is conducted _____

Who has the final hiring authority? _____

Upward Mobility System:

Describe what practices are implemented and your policy to insure equal treatment in terms of the following job situations:

(1) Assignments _____

(2) Promotions and transfers _____

(3) Training _____

(4) Benefits and conditions of employment _____

(5) Layoff, recall, discharge, demotion and disciplinary action _____

4. **DEFINITIONS:**

- A. **White** (not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B. **Minority**: All persons of the United States who are African American, Hispanic, Asian-Pacific Islander or American Indian or Alaskan Native.
- C. **Black** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa, and are regarded as such by the community of which the person claims to be a part.
- D. **Hispanic**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- E. **Asian or Pacific Islander**: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- F. **American Indian or Alaskan Native**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Person
With a
Disability:**

A person with a physical or mental condition or regarded as having a physical or mental condition which may result from disease, injury, congenital conditions at birth, or functional disorder.

Ownership:

TO BE RECOGNIZED AS A MINORITY, PERSON WITH DISABILITY, OR WOMAN OWNED BUSINESS, YOUR BUSINESS MUST BE AT LEAST 51 PERCENT OWNED, CONTROLLED, AND OPERATED BY MINORITY PERSONS, WOMEN, OR PERSONS WITH DISABILITIES.

5. ANNUAL GOALS AND TIMETABLE (Current Year End)

In this section, you are asked to set a numerical goal for your company to increase the utilization of minority and women in your workforce. This requires a good faith effort on your part. A goal is not a quota.

The purpose of setting goals in a timely manner is to allow the employer to measure the success of the steps taken to implement equal employment opportunity. Failure to meet a goal should alert the company that the Equity & Diversity Plan is not working and that additional action is necessary. Long range goals should be measured for women and minorities in each major employment category in relationship to their representation in the civilian labor force. Short term goals should be measured in terms of realistically moving towards the long range goals on an annual basis.

Employment Category	Women				Minorities			
	Current Utilization		Annual Goal		Current Utilization		Annual Goal	
	number	percent	number	percent	number	percent	number	percent
Officials and Managers								
Professionals								
Technicians								
Sales Worker								
Office and Clerical								
Skilled Crafts								
Operators								
Laborers								
Service Maintenance								
TOTAL								

The Current number of total employees on the payroll is _____.

The approximate employee turnover for our company is _____ employees per year.

TYPES OF PRODUCTS AND SERVICES

Describe in detail any products/services that you provide (submit copies of brochures, catalogs, etc.):

Type of Supplier (check one):

- Retail Manufacturer's Representative Wholesale
 Manufacturer Distributor *Personal/Professional services
 Other (explain) _____

*Personal/Professional services are those services rendered by persons requiring an advanced, specialized type of knowledge, or expertise, acquired through extensive study or training. These services include, but are not limited to: accountants, architects, attorneys, clergy, consultants, dentists, engineers, pharmacists, physicians, planners, veterinarians, etc.

6. UNION CONTRACT PROVISIONS

Explain how you work with unions to ensure equal treatment in your firm. If your company has a nondiscrimination agreement with a union, please attach a copy.

An employer should not blame failure to take positive action steps due to barriers in a union contract. Explain what you do to insure nondiscrimination in union contracts:

Read and adhere to the following seven (7) Equal Opportunity Clauses.

Government contracts:

Except as otherwise provided, each contracting agency shall include the following equal opportunity clauses contained in Section 202 of Executive Order 11246 of September 24, 1965, in each of its Government contracts and modifications thereof if not included in the original contract: ***During the performance of this contract, the contractor agrees as follows:**

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, marital status, height, weight, arrest record, sex or handicap. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, age, marital status, height, weight, arrest record, sex, or handicap. Such actions shall include, but not be limited to the following: 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, marital status, height, weight, arrest record, sex, or disability.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary Of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event that contractor becomes involved in, or is threatened with, litigation by a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

7. SIGNATURES: i.e., Chief Executive Officer, President, Owner (Required for certification)

Name

EEO Representative

Printed Name (Please print clearly)

Printed Name (Please print clearly)

Title

Telephone Number

Telephone Number

Date

Date

8. COMPLETE THE FOLLOWING OCCUPATIONAL WORK FORCE ANALYSIS.

CURRENT OCCUPATIONAL WORKFORCE ANALYSIS

Job Category	GRAND TOTALS			White		African American		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		TOTAL MINORITY		TOTAL FEMALE		NEW HIRES (past 12 months)					
	TOTAL ALL	M	F	M	F	M	F	M	F	M	F	M	F	Min	%	F	%	Total All	Min	%	F	%	
Officials/ Admin.																							
Professionals																							
Technicians																							
Office/Clerical																							
Skilled Crafts																							
Operators																							
Laborers																							
Sales Workers																							
Service/ Maint.																							
TOTALS																							

New Hires data covers period from (month/year): _____ to _____

Area Labor Market Statistics for Genesee County: State of Michigan-statewide:

Labor Force Minorities = 21.2% Minorities = 17.0
 Labor Force Females = 48.2% Females = 46.8

M = Male F = Female Min = Minority