



## EQUAL EMPLOYMENT OPPORTUNITY CIVIL RIGHTS SUPPLEMENTAL PREQUALIFICATION REQUIREMENT

**PLEASE NOTE:** The EEO Supplemental must be completed by all contractors entering into a Federal Aid Contract with MaineDOT regardless of the number of employees. Please provide documentation in numerical order as numbered below and submit for consideration by the Prequalification Committee. **This form must be completed in its entirety.**

REQUESTED SUPPLEMENTAL INFORMATION	COMPLETED
1. Please submit your written Affirmative Action Plan with goals & timetables to correct any manifest imbalance in your employment of women & minorities. <b>Plan must be signed by Company President or authorized representative &amp; reflect current date.</b>	<input type="checkbox"/>
2. Please submit your Company's written sexual harassment policy that includes *sexual orientation. <b>Policy must be signed by Company President or authorized representative &amp; reflect current date.</b>	<input type="checkbox"/>
3. Does your Company provide sexual harassment training to employees & supervisors? If yes, how often & by whom? <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>	<input type="checkbox"/>
4. Please submit your Company's non-discrimination policy. <b>Policy must be signed by Company President or authorized representative and reflect current date.</b>	<input type="checkbox"/>
5. Within 5 years, has your company had any findings of probable cause or court rulings of sexual harassment, discrimination, or other civil rights violations? <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b> If yes, please provide full details, including a summary statement of your position.	<input type="checkbox"/>
6. Does your company actively solicit bids/quotes from disadvantaged, minority, and/or women owned businesses? If no, why? <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>	<input type="checkbox"/>
7. Describe the procedure you use to ensure your company is compliant with Disadvantaged Business Enterprise (DBE) requirements.	<input type="checkbox"/>
8. Describe the procedure your company uses to ensure all subcontractors are compliant with EEO laws.	<input type="checkbox"/>
9. Provide a list of all companies from whom you solicit subcontract bids/quotes.	<input type="checkbox"/>
10. What is the name and telephone number of your company's EEO Officer?	<input type="checkbox"/>
11. Provide a job description that outlines all EEO duties of your company EEO Officer.	<input type="checkbox"/>
12. What percentage of that person's time is spent on EEO duties?	<input type="checkbox"/>
13. Complete the attached Company Construction Workforce (EEO-1 Report).	<input type="checkbox"/>
<b>REFERENCE LINKS</b> External Program Special Provisions - <a href="http://law.justia.com/cfr/title23/23-1.0.1.3.8.1.1.12.2.html">http://law.justia.com/cfr/title23/23-1.0.1.3.8.1.1.12.2.html</a> Maine Sexual Harassment Policy - <a href="http://www.mainelegislature.org/legis/statutes/26/title26sec807.html">http://www.mainelegislature.org/legis/statutes/26/title26sec807.html</a> Maine Human Rights Act - <a href="http://www.mainelegislature.org/legis/statutes/5/title5sec4571.html">http://www.mainelegislature.org/legis/statutes/5/title5sec4571.html</a> MaineDOT Standard Specifications - <a href="http://maine.gov/mdot/contractors/publications/standardspec/">http://maine.gov/mdot/contractors/publications/standardspec/</a>	

For questions or more information related to the requests listed above, please refer to the  
**2020 Standard Specification Book, Division 100, Appendix A-2 (link above)**



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## Company Construction Workforce Report (EEO-1 Report)

Contractor/Company Name: \_\_\_\_\_ Year covered by report: \_\_\_\_\_

Report below - employment statistics for the entire company workforce, by number of employees for each craft during the last calendar year.

POSITION	TOTAL EMPLOYEES		WHITE CAUCASIAN		HISPANIC LATINO		BLACK AFRICAN AMERICAN		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN PACIFIC ISLANDER		PERSONS WITH DISABILITIES		# OF RECALLS
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Superintendent																	
Operating Engineer																	
Equipment Operator																	
Mechanics																	
Truck Drivers																	
Ironworkers/Re-Rod																	
Carpenters																	
Const. Worker Bridge																	
Construction Worker Highway																	
Pipelayer																	
Bridge Maintenance Worker																	
Laborer, Semi-Skilled																	
Laborer, Unskilled																	
Foreperson, Bridge																	
Foreperson, Highway																	
Welder																	
Other:																	
TOTAL																	