

TITLE VI / EEO COMPLIANCE APPLICATION

Title VI of the Civil Rights Act of 1964, related statutes and regulations provide that no person shall on the ground of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal Funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

COMPANY/ORGANIZATION NAME	TELEPHONE NUMBER	
STREET ADDRESS	FAX NUMBER	
P.O. BOX	CITY	
COUNTY	STATE	ZIP CODE

TYPE OF COMPANY/ORGANIZATION (Check all that apply)

- Prime Contractor
 Supplier
 Governmental
 Consultant
 University
 Other (Identify)

PROCEDURES FOR MONITORING AND IMPLEMENTING EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES INCLUDED BUT NOT LIMITED TO THE FOLLOWING:

- ◇ Employers/contractors must establish an Equal Opportunity Policy. Employers/contractors must accept as their operating policy the following: *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, gender, color, or national origin. 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.*
- ◇ The employers/contractors must designate and make known to the Kent County Road Commission an Equal Opportunity Officer. The individual appointed must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.
- ◇ The employers'/contractors' equal opportunity policies must be disseminated to all staff members authorized to hire, supervise, promote, and discharge employees, or who recommend such action. To ensure that the policy is known, periodic meetings of supervisory and personnel office employees must be conducted not less than once every six months.
- ◇ All employees, prospective employees and potential sources of employees should be advised of the employer's/contractor's equal opportunity policy. Notices and posters setting forth the employer's equal opportunity policy must be placed in areas readily accessible to the aforementioned. The employer's/contractor's equal employment opportunity and the procedures to implement the policy must be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.
- ◇ When advertising for employees, the employers/contractors must include, in *all* advertisements for employees the notation: *"An Equal Opportunity Employer,"* All such advertisements must be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

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◇ Employers/contractors must establish a process to investigate all complaints of alleged discrimination and take appropriate corrective action, including a method to inform all complainants of their avenues of appeal. Complainants should be advised of their right to file a complaint with governmental agencies (i.e., the State recipient, the Federal agency providing funds to the state recipient, the Department of Civil Rights, the Department of Justice, etc.)

For additional information regarding the completion of this form, contact the Kent County Road Commission Office at 616-242-6934.

NAME AND TITLE OF EQUAL EMPLOYMENT OFFICER (This individual must be capable of effectively administering and promoting an active equal employment opportunity program and is assigned adequate authority and responsibility to carry out these duties).

NAME (Please Print)	COMPANY/ORGANIZATION TITLE (Please Print)
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I certify that I will abide by the equal employment opportunity requirements outlined in this application. I also understand the provisions of Title VI and related statutes. This certification is also my assurance that I will not discriminate on the grounds of race, color, national origin, gender, age, or disability.

AUTHORIZED CORPORATE OR ORGANIZATIONAL OFFICER	TITLE	DATE
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Please return this application to:

**Attn: Director of Finance
Kent County Road Commission
1500 Scribner NW, Grand Rapids, MI. 49504
Fax: (616) 242-6938**