

Compliance Review Checklist

NOTE: THE BELOW MENTIONED DOCUMENTS MUST BE PHOTO COPIED FOR OUR COMPLIANCE OFFICERS TO TAKE WITH THEM AT THE CONCLUSION OF THE REVIEW.

RECRUITMENT

- Provide a copy of a current minority/female recruitment source list.
- Provide copies of “ongoing” written documentation relative to the recruitment of minorities and females in the construction trades during hiring opportunities within the past 12 months.
- Provide copies of a walk-in applicant logs maintained in the past 12 months.

TRAINING

- Provide copies of documentation of any employee training program(s) offered to field employees within the past 12 months.
- Provide copies of notifications from the company to minority and female recruitment sources when unions, apprenticeships, or training organizations were accepting new apprentices within the past 12 months.

AFFIRMATIVE ACTION PROGRAM

- Provide a copy of the company’s affirmative action plan.
- Provide a copy of any reviewing agencies report, findings, corrective plan, or settlement agreement that has been issued in the past 12 months.
- Provide a copy of any formal discrimination complaint(s) filed against the contractor in the past five years.
- Provide a copy of the company’s EEO Policy on letterhead.
- Provide a copy of the company’s Sexual Harassment Policy on letterhead.
- Provide copies of documentation demonstrating internal dissemination of the company’s EEO Policy and Sexual Harassment Policy (i.e. company manuals, bargaining agreements, newsletters, annual reports, memorandums, etc).
- Provide copies of documentation of annual review of the company’s EEO and Sexual Harassment policies and affirmative action obligations by employees responsible for hiring, work assignment, layoff, termination, or other employment decisions within the past 12 months.
- Provide copies of the company’s EEO Officer’s monitoring efforts to ensure that seniority practices, job classifications, work assignments and other personnel practices have no discriminatory effect.
- Provide copies of employee performance evaluations for the past 12 months.

- If your company is a union contractor, provide a copy of a signed Certification of Labor Union Non-Discrimination (attached) from all labor unions with which the contractor utilizes for referrals for job applicants, stating the union's employment policies and practices do not discriminate based upon race, color, religion, sex, or national origin (**Ohio Administrative Code 123:2-3-06**). If certification was not received by labor union(s), provide copies of documentation to show the efforts made to obtain such certification.
- Provide copies of documentation demonstrating external dissemination of the company's EEO policy (i.e. letterhead, purchase orders, invoice, correspondence, media, business card, or website) within the past 12 months.
- Provide a copy of the company's subcontractor agreement.
- Provide copies of advertisements in minority and female newspapers or other media.

STATISTICAL ANALYSIS

- Provide verification of the company's subcontractors' filed Ohio Construction Contract Information – Input 29 Reports (i.e. I-29 internet confirmation, etc).

EMPLOYMENT UTILIZATION

- Provide a list of all construction employees for the past 12 months. The list **must** include:
 1. name
 2. race and sex
 3. hire date/termination date
 4. trade name and classification (journeymen, apprentice, trainee)
 5. hourly rate
 6. current status (current, laid off, terminated)
- Provide copies of Ohio Department of Job & Family Service (ODJFS) – Employer's Report of Wages - Supplemental reports for the **past four quarters**. For each quarter, identify each minority construction worker with the letter M, and each female construction worker with the letter F.

PAYROLL

- Provide payroll reports for the month/year _____ at the time of the review.
- Provide a list of minority and female construction workers employed during this month. The list must include:
 1. Name and trade name
 2. Hourly wage

CONSTRUCTION PROJECTS (public contracts only)

- Provide a list of all public contracts for the past 12 months. The list **must** include for each project:
 1. Project name and number
 2. Project owner (ie University of Cincinnati, City of Toledo, Fairless High School, etc)
 3. Contract Dollar amount
 4. Percentage of completion
 5. List of subcontractors
 - a. Subcontractor's contract amount
 - b. Identify minority and women owned businesses.
 6. List names of minorities and/or females construction employees worked on each project.

MINORITY/WOMEN BUSINESS UTILIZATION

- Provide a list of all minority and/or women owned businesses utilized by your company during the past 12 months. The list must include:
 1. company's name
 2. federal identification number
 3. project/contract awarded
 4. contract amount

- Provide copy of company's MBE/WBE certification.

- Provide copies of documentation to show the MBE/WBE was utilized (purchase order(s) and/or invoices).

Note: companies listed must have proof of their minority and female status through a certification process.