**Attachment 1.6**

Fair Employment Practices Report

*Complete 1 Fair Employment Practices Report form per firm*

# Policy

It is the policy of the Cleveland Public Library to conduct its various operations, provide its services, and offer its facilities and resources to all persons regardless of race, religion, color, sex, or national origin.

Inasmuch as the Library expends both public and federal funds, it is mandated by law to ensure that our Equal Opportunity Policy is implemented when it engages in the purchasing of goods and services.

This form is designed to evaluate your policies and practices relating to the extension of equal employment opportunity.

# Instructions

1. Responsibility for demonstrating compliance with the Cleveland Public Library Equal Employment Opportunity Program by the EMPLOYER rests with the EMPLOYER.
2. THIS REPORT AND THE COMPLIANCE DECLARATION FOLLOWING IT MUST BE FILLED OUT COMPLETELY AND RETURNED WITH BID DOCUMENTS OR RESPONSES TO RFQS/RFPS.

# General Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reporting Status of Employer | | | | | |
|  | Prime |  | Subcontractor / Partner |  | Other (specify): |
| Name, Address and Telephone Number of Employer | | | | | |
| Name, Address and Telephone Number of Principal Official or Manager of Employer | | | | | |
| Name, Address and Telephone Number of Principal Office of Employer | | | | | |

# Policies and Practices

|  |  |
| --- | --- |
| 1. Does the company have a written policy of non-discrimination on the basis of race, color, religion, sex, national origin or ancestry with regard to recruitment, hiring, training and promotion of employees? | Yes  No |
| 1. If a written policy does exist, is there an assigned person to implement policy? | Yes  No |
| 1. State the methods by which the Company carries out its policy of non- discrimination. | |
| 1. Provide a report of your company’s full and part-time employee demographics (race, ethnicity, gender) by job category at the time of the submission of the bid or response to RFQ/RFP. You may attach an EEO-1 if you are required to file one or provide the information on a separate page. 2. Please describe your company’s diversity, equity, and inclusion (DEI) practices. | |

# Compliance Declaration

RE: Enter name / description of project.

It is the policy of Enter firm namethat equal employment opportunity is afforded to all qualified persons without regard to race, religion, color, sex or national origin.

In support of this policy, Enter firm name will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

Enter firm namewill take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, or national origin. Such action will include but not be limited to:

RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.

The undersigned contractor states that he is aware of and agrees to abide by:

1. Cleveland Public Library’s Resolution Regarding Equal Employment in Contracting and Services dated July 22, 2008 (“Resolution”).
2. Presidential Executive Order 11246.
3. Ohio Revised Code Sections 4112.02; 153.59; 135.591; 153.60; 3375.41.
4. Civil Rights Act 1964 and 1968 and Federal Civil Rights Laws.

The undersigned further understands, acknowledges and agrees, that if the undersigned or any of the agents, employees, or subcontractors of the undersigned hired under the contract fails to maintain and comply with the Resolution, or upon the failure to comply with any of the Equal Employment Opportunity Laws described as Items 1 through 4 inclusive above, then such failure shall be deemed a material breach of the contract; and that the Cleveland Public Library may, in addition to any other action which it may deem appropriate to take as a result of the breach in its discretion:

* 1. Withhold payments due the undersigned until there is compliance;
  2. Stop the work on the construction project;
  3. Pursue such other remedies as the said Library may have with respect to the project.

The undersigned certifies that he is legally authorized by the Consultant to make the statements and representations contained in this report; that he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the EEO Compliance Office, Cleveland Public Library, the Consultant will be subject to the loss of all future awards.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Firm or Corporate Name |  | Date |
|  |  | Personnel Director EEO Officer |
| Signature |  |  |
|  |  |  |
| Signature |  | Title |