

**HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
1217 MADISON STREET
ANNAPOLIS, MARYLAND 21403**

RE: _____

**EQUAL EMPLOYMENT OPPORTUNITY POLICY
WITH AN AFFIRMATIVE ACTION PROGRAM**

It has been, as in the past, and will continue to be the policy of _____ to assure equal employment opportunity, irrespective of race, color, religion, sex, or national origin:

- (a) in the hiring, placement, upgrading, transfer, or demotion of any person;
- (b) in recruiting, advertising, or solicitation for employment of any person;
- (c) in the treatment during employment of any person;
- (d) in the rate of pay or other forms of compensation of any person;
- (e) in the selection for training of any person;
- (f) in the layoff or termination of employment of any person.

In order to ensure the implementation of this policy, we have developed the following affirmative action program:

- (1) Advertise in newspapers which serve minority groups and state in all advertising that we are an equal opportunity employer.
- (2) Encourage present employees to refer minority applicants.
- (3) Advise all supervisory staff members that recommendations for promotion or placement for qualified employees or applicants should be made without discrimination to minority groups.
- (4) Advise all supervisory staff members to hire persons of minority groups if qualified.
- (5) Send a copy of our policy and program to sub-contractors and suppliers, request the assistance of sub-contractors with the implementation of the policy.

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- (6) Hold regular job site discussions between our Equal Employment Opportunity Officer, _____, and our project manager, superintendents, and foremen to ensure implementation of equality obligations.
- (7) Practice a thorough follow-up for affirmative action in equal employment opportunity to assure the best results.
- (8) This company will actively and continuously solicit the assistance of community agencies having cognizance of qualified persons or minority groups seeking employment for consideration in connection with the hiring of persons by our company for the performance of any work concerning, or pertaining to, or a part of, the above project.

(Contractor)

Date _____

By _____

Title _____