

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

Phone: (860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

AFFIRMATIVE ACTION PROGRAM

Revised: May 1, 2003

It is the policy and practice of the Southeastern Connecticut Council of Governments to assure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, including those benefits resulting from any Federal or State of Connecticut contract, in the areas of recruiting, advertising, hiring, upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, employment and/or rates of pay and other compensations.

It is the policy and practice of this Council not to discriminate against any individual because of the individual's race, color, religious creed, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, sexual orientation, learning disability or physical disability, including but not limited to, blindness, except where any of the above is a bona fide occupational qualification or need.

This policy and practice applies to all persons, particularly those that are members of the protected classes identified as being African Americans, Hispanics, Asian Americans, Native American Indians, Women and Handicapped.

This Council will implement, monitor and enforce this Affirmative Action Policy Statement and Program in conjunction with the applicable federal and state laws, regulations and executive orders listed below and also in conjunction with the E.E.O. contract provisions listed below of which we intend to achieve full compliance.

- 1) Civil Rights Act of 1964 as amended
- 2) Presidential Executive Order 11246 amended
- 3) Title 23 U.S.C. 140
- 4) Title 49 C.F.R. Part 23
- 5) Governor's Executive Orders #3 and #17
- 6) Connecticut Fair Employment Practices Act
- 7) Americans with Disabilities Act of 1990
- 8) Public Act No. 91-58
- 9) Civil Rights Act of 1991
- 10) Specific Equal Employment Opportunity Responsibilities
- 11) Required Contract Provisions Federal Aid Construction Contracts
- 12) A(76) Affirmative Action Requirements

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- 13) Training Special Provision
- 14) Minority Business Enterprises as Subcontractors
- 15) Standard Federal Equal Employment Opportunity Construction Contract Specification
- 16) Nondiscrimination Act

AN EQUAL OPPORTUNITY EMPLOYER M/F

In implementing this policy and ensuring that equal opportunity is being provided to protect class members, this Council will contact and request referrals from the following minority and women organizations, referral sources and minority media as hiring opportunities occur:

Director of Career Services
University of Connecticut
Storrs, CT 06268

Director of Career Counseling & Placement
Connecticut College
New London, CT 06230

Director of Counseling
Mitchell College
437 Pequot Avenue
New London, CT 06320

President
National Assoc. For the Advancement of
Colored People
219 Bank Street
New London, CT 06320

Dean of Students
Three Rivers Community Technical College
574 New London Turnpike
Norwich, CT 06360

Tim Murphy
CT Works
113 Salem Turnpike
North Building
Norwich, CT 06360

Supervisor of Eastern Region
Commission on Human Rights and
Opportunities
100 Broadway, Suite 210
Norwich, CT 06360

Director
Opportunities Industrialization Center
106 Truman Street
New London, CT 06320

Executive Director
Centro de la Comunidad
109 Blinman Street
New London, CT 06320

Director
Women's Center of Southeastern Conn.
16 Jay Street
New London, CT 06320

Director
Thames Valley Council for Community
Action
401 West Thames Street
Norwich, CT 06360

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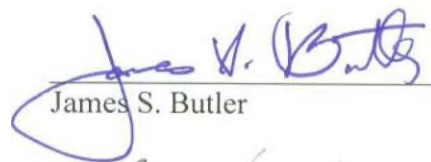
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Notices of all job openings within the Council will be posted prominently in the Council's office so that employees may be aware of promotional opportunities or may call openings to the attention of potential candidates. It shall be the Council's policy to encourage upward mobility within its staff and to the maximum extent possible to promote personnel from within as vacancies occur or new positions become available.

To substantiate the efforts made and the affirmative actions taken to provide equal opportunity, this Council will maintain and submit as requested, documentation such as referral request correspondences and copies of advertisements utilized in conjunction with the above-named sources; in addition, to further substantiate such efforts and affirmative actions, this Council will maintain internal EEO/affirmative action audit procedures and reporting and recordkeeping systems.

I hereby appoint S. Richard Guggenheim as the Equal Employment Opportunity Officer of this Council.

Managers and Supervisors:



James S. Butler

Executive Director, Chief Executive Officer,
5/01/03



S. Richard Guggenheim

Assistant Director & Equal Employment
Opportunity Officer, 5/01/03