

## E.E.O. CONTRACTOR COMPLIANCE ANALYSIS

*This form is for contractors to identify their Affirmative Action and Equal Employment Opportunity procedures. It can be used by primes for their subcontractors on Federal-Aid projects of \$10,000.00 or more. Prime contractors must review for completeness and compliance of each subcontractor's self analysis upon receipt. Prime contractors will verify not less than annually that all subcontractors' EEO Self-Analysis forms are a factual representation of their practices and procedures and maintain the results of said review on file for possible audit(s) conducted by FDOT or FHWA. The prime must attempt to reconcile all instances where EEO Noncompliance has been identified.*

DATE: August 19/2011

FINANCIAL PROJECT NUMBER: 8887-748-A

FDOT CONTRACT NUMBER: 422203-1-58-01

CONTRACTOR CONTACT PERSON: Ruth Smith

CONTRACTOR NAME: Straight Up Fence Inc.

CONTRACTOR ADDRESS: 5749 Young Pine Rd Orlando, FL 32829

YEAR COMPANY WAS ESTABLISHED: 2000

FEDERAL TAX ID NUMBER: 13-4253109

### EEO

*It is a State and Federal requirement that all companies assure females and minorities are employed when possible, and during their employment are all treated without regard to their race, color, sex, age, national origin, or disability. 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: apprenticeships, and on-the-job-training.*

1. Is your company and all of its key personnel aware of the equal employment opportunity requirements as set forth in Form FHWA 1273, "Required Contract Provisions in Federal-aid Construction Contracts" and the "Special Provisions"?

Yes

2. Are your EEO Policy and EEO Posters posted for employees to view? Where and how is it displayed?

Office

3. Are all employee facilities on a non-segregated basis? (YES/NO)

4. Provide your EEO Officer Name/Address/Telephone Number:

NAME: Ruth Smith

ADDRESS: 5739 Young Pine Rd Orlando, FL 32829

TELEPHONE NUMBER: 407-207-4481

5. Does the EEO Officer have adequate qualifications to carry out the EEO provisions of the contract?

yes

6. Does the EEO Officer have the authority to carry out the EEO provisions of the contract?

yes

7. List all affiliated companies:

(a) Name/Address: N/A

(b) Name/Address:

8. Is it the policy of this Company that there not be any discrimination by virtue of race, religion, color, age, sex, national origin, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The Company has affirmative action obligations in the hiring of minorities, females, disabled and veteran's applicants? YES/NO

yes

9. Are all members of your staff who are authorized to hire, supervise, promote, discipline and discharge employees, or recommend such actions, made fully aware of your company's EEO policy prior to the start of work on all Federal-aid projects? *If meetings are held, summarize times and locations of such meetings provide list of attendees and items discussed. (MEETINGS MUST BE HELD PRIOR TO 1<sup>ST</sup> WORK DAY; AT LEAST EVERY SIX (6) MONTHS; AND WITHIN 30 DAYS FOR NEW APPOINTEES)*

yes

10. Are new employees, both supervisory and hourly, informed of your company's EEO policy when they report for an interview or work? YES/NO How is this accomplished?

Yes / handbook

## RECRUITMENT

### SEE ATTACHED EXAMPLES OF RECRUITMENT DOCUMENTATION THAT MAY BE OBTAINED

11. When advertising for employees, do your advertisements carry the notation "An Equal Opportunity Employer", and are they carried in newspapers and publications that have a large circulation among women and minority groups? YES/NO (Specify papers or publications and attach a copy of the ads used).

No. We do not advertise in newspapers or publications. We do however inform our employees in meetings that we are an equal opportunity employer and when telling others of job openings we encourage all to come in and apply.

12. Are records kept of all individuals who apply for employment at the job site, including whether the applicants are female or minority? YES/NO

yes

13. Does your company maintain a list of women and minority recruitment sources, provide notification to them when employment opportunities are available, and keep records of the organizations' responses? YES/NO (List recruitment sources and dates of contact.)

no, recruitment is by word of mouth.

14. Is your company: UNION/NON-UNION

Non-union

15. Do you rely solely on, or partly on, unions as a source of your work force?

no

16. How many women and/or minorities has the union referred for hiring?

N/A

17. Has your company made an effort to incorporate EEO clauses in all union agreements? YES/NO

N/A

18. Are current employees encouraged to refer women and minorities for employment? YES/NO

yes

## PERSONNEL ACTIONS

19. Are wages, working conditions, benefits, and all personnel actions established and administered on a nondiscriminatory basis? YES/NO

yes

20. How often are inspections made to insure nondiscrimination in working conditions? Who makes these inspections?

At random / office manager

21. How are employees instructed as to whom they can contact if they believe that discrimination has occurred?

Office manager

22. How are investigations of complaints of discrimination conducted, and how are records kept of what action was taken? Employee come in to see the CEO which is Harold Smith and he hears the complaint. Then he check it out and takes proper measures to resolve the difference's.

23. How are employees informed of training programs available for upgrading themselves and what the entrance requirements are? Everyother week meeting

**SUBCONTRACTING** (Including Subordinate Agreements)

24. How are subcontractors informed of EEO requirements, and what steps are taken to assure compliance by the subcontractors?

N/A no subcontractors

25. Does your company try to utilize minority and women subcontractors or subcontractors with minority or women employees in their work force? YES/NO (Specify how)

N/A no subcontractors

**RECORDS AND REPORTS**  
(How are records kept for the following items)

26. The number of women and minorities employed in each work classification on a project.

In the computer under each employees records

27. The progress being made in locating, hiring, training, qualifying, and upgrading women and minorities (including working with unions to achieve this).

Filed in the computer. We place the employee w/ competent personnel to train which qualifies them to perform fine work

28. The efforts and progress made in securing the services of women or minority subcontractors with women or minority employees in their work force.

No Subcontractors /all employee by S U F

29. Are all records retained for a period of three (3) years and available for review by the FDOT or the FHWA? YES/NO (Indicate the location of these records for review purposes.)

yes; in the home office

**OTHER COMMENTS**

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Ruth Smith  
Signature

EEO Officer  
Title

8/18/2011  
Date