

CITY OF DANVILLE AFFIRMATIVE ACTION REQUIREMENTS
SECTION 95.15

Dear Contractor/Vendor:

Pursuant to the Human Relations Ordinance, being Chapter 95 of the Code of Ordinances of Danville, Illinois, any business entity contracting to do business with the City of Danville in the total amount of Ten Thousand Dollars (\$10,000.00) or more must submit an Employer Certificate of Compliance Report Form (ECCR Form), as a written commitment to provide equal employment opportunity.

The completed form should be submitted to the address listed on page eight (8) of the form. Once the form has been approved, your firm will be issued a certificate of compliance which will include an EEO Certification Number. That number will identify your firm in the contract compliance monitoring system as eligible to conduct business with the City. The certificate of compliance shall be valid for one year. Therefore, prior to the expiration of that year, my office will send you a renewal form. To renew your certificate, you will be required to complete and submit the renewal form to my office.

Please be advised that your failure to properly complete, sign and notarize the ECCR Form will result in it being returned unprocessed. Also, it will result in a delay or denial of your eligibility to bid. If you currently have a valid certificate of compliance, you may submit a copy of it instead of completing and submitting the ECCR Form. However, if you are awarded the contract and you hire additional employees for the current project, you must complete and submit the enclosed Employee Utilization Form to my office.

Also, pursuant to the Human Relations Ordinance, you are required to have a sexual harassment policy as part of your company's policies. Enclosed are sexual harassment guidelines which provide the necessary elements applicable to a sexual harassment policy. If you have a company policy in existence, please review the guidelines against it to ensure that your policy contains all of the necessary elements as provided in the guidelines, paying particular attention to the internal complaint process. If you do not have a policy in existence, you may follow the guidelines in establishing your sexual harassment policy.

If your existing policy complies with the elements contained in the sexual harassment guidelines, please submit a copy along with your completed ECCR Form. **If you need to establish a policy, the Ordinance provides that you have 60 days from the date you submit a bid to establish such policy.** If you have questions concerning sexual harassment policies, you should consult with an attorney.

Your cooperation in this matter will be appreciated. Please call me at (217) 431-2280 if you have questions or need assistance in completing the enclosed form. Our regular office hours are 8:00 a.m. through 4:30 p.m., Monday through Friday.

Sincerely,

CITY OF DANVILLE

Sandra R. Houston
Department of Human Relations

Enclosed: Employer Report Form CC-1
 Workforce Addendum
 Sexual Harassment Guidelines
 Employee Utilization Form