

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING EQUAL EMPLOYMENT/AFFIRMATION ACTION SECTION, EXCEPT AS NOTED.

- OR: (1) The number of employees \_\_\_\_\_
- (2) Completed this form within one year \_\_\_\_\_ Yes \_\_\_\_\_ No

FOR SEALED BIDS: If your company has completed this form within one year please forward a photocopy of the initial form with your bid. If significant changes have taken place within the past year; please update the information on this form.

REQUIREMENT: Any vendor/bidder seeking to do business with the Town of Glastonbury must, upon request, supply the Town and/or the Glastonbury Human Relations Commission with any information concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such information, when requested, will result in the termination of any further transactions between the vendor/bidder and the Town of Glastonbury.

COMPANY NAME AND ADDRESS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

TYPE OF ORGANIZATION: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual

If unit filing this application is not the above-named company, give the name, address and telephone number of reporting unit. (Branch, agent, representative)

\_\_\_\_\_  
\_\_\_\_\_

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmation Action Program for your company.

\_\_\_\_\_  
\_\_\_\_\_

If your company does not have a written affirmation action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

\_\_\_\_\_  
\_\_\_\_\_

The vendor/bidder understands that failure to complete the above form in satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Glastonbury. The vendor/bidder also understands that the Affirmation Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provide by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date Signature Title

Subscribed and sworn to before me at \_\_\_\_\_, Connecticut, this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_.