



## City of Elgin, Illinois

### Equal Employment Written Commitment Guideline

The written commitment required in Item #4 of the Bidder's Employee Utilization Form shall:

1. Set out the name and phone number of the bidder's Equal Employment Officer.
2. Clearly identify the bidder's recruitment area and the percentage of minorities and females in the area's population and labor force.
3. Set out what the bidder has done and has set as a goal to ensure the recruitment of minority and female employees.
4. Set out the bidder's specific goals to recruit minorities and females for training programs or other similar opportunities available through the bidder's organization.
5. Indicate bidder's consent to submit to the City of Elgin, upon request, statistical data concerning its employee composition and recruitment efforts anytime during the term of the contract.
6. Show bidder's consent to distribute copies of the written commitment to all persons who participate in recruitment, screening, referral, and selection and hiring of job applicants for the bidder.
7. Clearly show that the bidder shall require all subcontractors, if any, to submit a written commitment complying with the above requirements of their affirmative action plan to the City of Elgin.
8. Clearly state the bidder agrees that:  
  
"Bidder (company name) shall not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, age, place of birth, ancestry, marital status, or disability (physical or mental) which will not interfere with the performance of the job in question."

#### Description of Groups for Classification Purposes

<b>African American:</b>	all persons having origins in any of the Black racial groups of Africa
<b>Asian American:</b>	all persons having origins in the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands
<b>Caucasian:</b>	all persons having origins in Europe, North America, or the Middle East
<b>Hispanic:</b>	all persons of Mexican, Puerto Rican, Cuban, Central South American, or other Spanish culture or origin, regardless of race
<b>Indigenous People:</b>	all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition