

ATTACHMENT 1 RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES

1. RECRUITMENT EFFORTS

Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the County Workforce Training and Hiring, and Equal Employment Opportunity Programs. Good faith recruitment efforts include, but are not limited to:

- A. Work aggressively with Prime Contractor's or Subcontractor's Joint Apprenticeship Training Committee (JATC) to recruit minorities, women and disadvantaged individuals. Provide evidence of these efforts;
- B. Assist the JATC by conducting a workshop with minority and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups;
- C. Support the efforts of the Prime Contractor's or Subcontractor's JATC by giving all apprentices referred to the Prime Contractor/Subcontractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Prime Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience;
- D. Participate in job fairs, school-to-work, and community events to recruit minorities, women, and disadvantaged individuals into the construction trades;
- E. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades; and
- F. Keep applications of those not selected for an opening. Contact when opening occurs.

2. RETENTION EFFORTS

The Prime Contractor and its Subcontractors shall endeavor to retain minorities, women, and disadvantaged individuals by implementing steps such as the following.

- A. Maintain a harassment-free work place.
- B. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
- C. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
- D. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under the Bid Documents with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
- E. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
- F. Take steps to reduce feelings of isolation among minorities and women to curb hostile attitudes and behavior (e.g., have several minorities and women at the job site; provide access to support group system).
- G. Provide adequate toilet facilities for women on the job site.
- H. Match minority, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.