

Dear Contractor/Consultant:

Our records indicate that your firm does not have an Affirmative Action Program on file with the Connecticut Department of Transportation.

An Affirmative Action Program is a formal, written, results-oriented document that outlines specific steps an employer will take to remedy the present effects of past discrimination and insure the full utilization of minorities, women and other protected classes within the workforce. Companies performing work with the Department must document that they are affirmative action employers making every effort to encourage all protected classes to seek employment and advancement opportunities when openings occur.

In accordance with the Department policy, it will be necessary for you to develop and submit an Affirmative Action Plan and receive approval prior to being eligible to perform work on Connecticut Department of Transportation contracts or agreements. In addition, you will also be required to file annual updates.

Attached for your use is a sample document that contains all components that we require for an acceptable Affirmative Action Plan.

Please ensure your plan is legible and send your completed Affirmative Action Plan to:

John Hayward
Equal Employment Opportunity Assistant
Connecticut Department of Transportation
Division of Contract Compliance
Office of Equal Opportunity & Diversity
Bureau of Finance and Administration
Tel: 860-594-2164
Fax: 860-594-3016
Email: john.hayward@po.state.ct.us

Sincerely,

John Hayward
EEO Assistant
Division of Contract Compliance