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Annual Compliance Report

Part 1: Year in Review Narrative



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## Section 1: Company Information

| **Company name** | n/a |
| --- | --- |
| **Company name** (as registered with the Secretary of State)  |  |

| **Address** |
| --- |
| **Physical address** (This must be a street address. A P.O. Box is not acceptable.) |
| **City**  | **County** | **State** | **Zip code** |
| **Mailing address** (if different from physical address)  |
| **City**  | **County**  | **State** | **Zip code**  |

| **Report prepared by** |  |
| --- | --- |
| **First and last name** |  |
| **Title** |  |
| **Telephone**  |  |
| **Email**  |  |

| **Report reviewed by (Highest ranking official’s name and title)** |
| --- |
| **First and last name** |  |
| **Title** |  |
| **Email**  |  |

| **Reporting period** |  |
| --- | --- |
| **From** |  |
| **To** |  |
| **Date Prepared** |  |

## Section 2: Narrative on Good Faith Efforts

State law requires that Workforce Certificate holders review, and if needed, update their Compliance Plan annually; monitor all the Equal Employment Opportunity activities; and measure and report on the effectiveness of their Compliance Plan and its related efforts.

| **In the past year, we meaningfully implemented our company’s Compliance Plan in the following ways:** |
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| **In the past year, we meaningfully implemented our company’s Equal Opportunity Statement in thefollowing ways:** |
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| --- | --- |
| Section 3: Good Faith Efforts forAll CompaniesGood faith efforts require companies to take prompt corrective actionto help make sure the workplace is free from discrimination.In the Workforce Certificate application, your company agreed totake prompt corrective action if it became aware of any of the items listed on the next page. | **Your next steps**In the next section, you will be required to report what, if any, prompt corrective action your company took to help keep your workplace free from discrimination.**Where you are in the process**Marker with solid fillOnly applies for construction workers |



## Check any of the boxes below for which your company took prompt corrective action after becoming aware that it was not in compliance with the items listed below.

| **Hiring process** |  [ ]  Preemployment inquiries and application forms satisfy state law requirements (i.e., [Pay History Law](https://mn.gov/mdhr/employers/pay-history/) and [Ban the Box](https://mn.gov/mdhr/employers/criminal-background/)).[ ]  Descriptions of jobs accurately reflect functions involved. [ ]  Selection procedures are valid predictors of job performance.[ ]  Hiring procedures and decisions are consistent with the Minnesota Human Rights Act.  |
| --- | --- |
| **Current employees** | [ ]  Promotion, demotion, and termination procedures and decisions are consistent with the MinnesotaHuman Rights Act. [ ]  Employees are welcome to participate in company-sponsored activities, consistent with the MinnesotaHuman Rights Act.[ ]  Employees are welcome to participate in the company’s training or career improvement programs, consistent with the Minnesota Human Rights Act.   |
| **Workplace** | [ ]  Managers and supervisors follow the company’s equal employment opportunity policies.[ ]  Company leadership engages in evaluation of the company’s equal employment opportunity policies as part of the company’s efforts to make its workplace free from discrimination.[ ]  Segregation does not exist at any facility. [ ]  Equal employment opportunity poster(s), consistent with the Minnesota Human Rights Act, are prominently displayed for employees and job applicants.  |

| **Copy and paste the items you checked above**Please don’t copy the checkbox | **Explain how your company took prompt corrective action**If you need to provide additional information, please attach your documents. |
| --- | --- |
| Example: Employees are welcome to participate in the company’s training or career improvement programs, consistent with the Minnesota Human Rights Act. | Example: On February 12, 2024, we learned that managers were not consistently extending invitations to participate in company training and career improvement programs to all staff and the invitations were limited to men. On February 17, 2024, we held a meeting with managers and followed-up by email to managers and all staff, clarifying that all staff are invited to attend training and career advancement programs. |
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| Section 4: Additional Good Faith Efforts for Construction Companies Only**Traffic light with red, yellow, and green lights If your company is not a construction company, please stop! You are finished withPart 1 of the Annual Compliance Report.** **If your company is a construction company, please complete this section.** |
| --- |
| Has your company been awarded any contracts as the prime contractor in the past 12 months?[ ]  **Yes:** Complete Section 4.[ ]  **No:** Your company does not need to complete the remainder of Section 4 below and is finished with Part 1 of the Annual Compliance Report.Did your company submit timely preconstruction and/or monthly report to the Minnesota Department of Human Rights?[ ]  Yes[ ]  No |

## Check any of the boxes below for which your company took prompt corrective action after becoming aware that any of your subcontractors were not in compliance with the items listed below.

| **Hiring process** |  [ ]  Preemployment inquiries and application forms satisfy state law requirements (i.e., [Pay History Law](https://mn.gov/mdhr/employers/pay-history/) and [Ban the Box](https://mn.gov/mdhr/employers/criminal-background/)). [ ]  Job descriptions accurately reflect functions involved. [ ]  Selection procedures are valid predictors of job performance.[ ]  Hiring procedures and decisions are consistent with the Minnesota Human Rights Act.  |
| --- | --- |
| **Current employees** | [ ]  Promotion, demotion, and termination procedures and decisions are consistent with the MinnesotaHuman Rights Act. [ ]  Employees are welcome to participate in company-sponsored activities, consistent with the MinnesotaHuman Rights Act. [ ]  Employees are welcome to participate in the company’s training or career improvement programs, consistent with the Minnesota Human Rights Act.   |
| **Workplace** | [ ]  Managers and supervisors follow the company’s equal employment opportunity policies.[ ]  Company leadership engages in evaluation of the company’s equal employment opportunity policies as part of the company’s efforts to make its workplace free from discrimination.[ ]  Segregation does not exist at any facility. [ ]  Equal employment opportunity poster(s), consistent with the Minnesota Human Rights Act, are prominently displayed for employees and job applicants.  |

| **Copy and paste the items you checked above**Please don’t copy the checkbox | **Explain how your company took prompt corrective action**If you need to provide additional information, please attach your documents. |
| --- | --- |
| Example: Managers and supervisors follow the company’s equal employment opportunity policies. | Example: On June 7, 2024, our EEO identified that one subcontractor was not complying with all policies in the Compliance Plan. Specifically, the subcontractor’s policies did not contain clear protocol for employees to report harassment in the workplace. On June 14, 2024, our EEO spoke with the subcontractor and reminded them about their obligation to follow the policies in the Compliance Plan. On June 30th, 2024, the subcontractor provided documentation to demonstrate that it had implemented and adopted the policies. The documentation also demonstrated that the subcontractor provided written notice to its employees about the policies, including how employees can report harassment in the workplace.  |
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