

[Date]

Local _____
_____ Drive, _____
Madison, WI 537 _____

Re: Referral Of Diverse Union Employees

Dear Business Administrator:

_____ is an Equal Opportunity/Affirmative Action Employer that is committed to supporting, promoting, recruiting and hiring a **diverse** workforce. All qualified applicants will receive consideration for employment without regard to race, gender, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, gender identity, military service, marital status, arrest or conviction record or any other discriminatory basis prohibited by local, state, or federal law.

Furthermore, we request your vigorous support of our affirmative action ("AA") efforts by referring to us for employment consideration all such qualified individuals. **Please refer racial/ethnic minorities and women**, especially, and people with disabilities, because we must demonstrate good faith AA efforts and progress toward achieving or exceeding City of Madison's (and/or other jurisdictions') AA goals. Please refer these workers particularly for work on City public works projects in order to assist us, as one of your signatory contractors, to demonstrate affirmative action. Given our status as a municipal and/or federal, state, county contractor, unions supplying/referring labor are bound to support our good faith AA recruitment efforts necessary under public contracting laws, with the goal of securing greater work opportunities for union members. We recognize and advance that it is in everyone's mutual, long term best socio-economic interests that greater equity/diversity be encouraged and achieved in local trade labor pools.

Agency/Project Name working for/on: _____
Total number of workers needed: _____
Specific position titles requested: _____

UNION RESPONSE: Please refer particularly the following Affirmative Action Group members marked * below; complete/return response:

- # of Racial/Ethnic Minorities referred? _____
- # of Women referred? _____
- # of Individuals with Disabilities referred? _____

Union Representative Signature: _____

For accountability, we are formally requesting your increased referral of qualified minorities and/or females given our current or continuing overall low or zero employment utilization of one or more of these groups, and our commitment to greater workforce diversification, particularly on public work and government funded projects.

Sincerely,

_____, AA Manager or CEO _____, Inc.

~ AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND GOVERNMENT CONTRACTOR ~