

NOTICE TO CONTRACTORS AND SELLERS

TO: _____ (Contractor, Seller, Bidder)

PROJECT DESIGNATION _____

CONTRACT NO. _____ DATED _____

Attached are three copies of an equal employment opportunity poster. In accordance with the provisions of your contract, the poster is to be displayed in all employment offices, on bulletin boards, and in other conspicuous places available to employees, applicants for employment, and representatives of labor unions or other organizations representing your employees. The poster must be displayed in the same manner by your subcontractors who are subject to the equal opportunity provisions of your contract, and you are required to furnish sufficient copies of the poster to them. Additional copies of the poster may be obtained from this office or the Rural Utilities Service.

The requirements of paragraph (3) of the equal opportunity clause contained in your contract relating to notices to labor unions or other organizations representing your employees will be satisfied when you post the Equal Employment Opportunity poster in accordance with the preceding paragraph of this notice.

"Subcontractors" as used herein means any subcontractor holding a subcontract or purchase order for services or supplies required for the performance of the prime contract except subcontracts which either (1) do not exceed \$ 10,000, or (2) are below the second tier and do not call for construction work at the site of construction.

In accordance with the provisions of your contract, if you have 50 or more employees and your contract is in an amount of \$50,000 or more, you are required to develop a written affirmative action compliance program for each of your establishments. Guidelines for developing such a program are set forth in Form AD-425, "Contractor's Affirmative Action Plan for Equal Employment Opportunity Under Executive Order 11246 and Executive Order 11375," a copy of which is attached. The program and pertinent information relating thereto shall be readily available for inspection and will be evaluated as part of compliance review activities.

RUS BORROWER

Attachments
3 Posters
Form AD-425