Dear \_\_\_\_\_\_\_\_\_\_\_:

An affirmative action plan that includes the following is necessary to obtain an affirmative action certificate from this office:

1. A signed affirmation of non-discrimination signed and dated by the company’s CEO this month, (including the highlighted language);
2. A copy of the company’s workforce profile dated this month: a delineation of race and gender by EEO-4 category;
3. The company’s information dissemination policy: a description of how your organization informs employees its affirmative action policy; and
4. A copy of the company’s complaint process that includes how your organization handles employee allegations of civil rights violations.

Once your submission is complete the certification will be issued and sent by email. I have attached sample documents that you may find helpful in preparing your submission.

Please feel free to contact me should you have additional questions.

Thank you,

Junie Celestin

Office of Diversity & Civil Rights

Email: junie.celestin@dot,state.ma.us