disabilities. It is not contemplated that
the contractor will necessarily under-
take all the activities listed in para-
graph (g)(2) of this section or that its
activities will be limited to those list-
ed. These procedures shall be designed
to foster understanding, acceptance
and support among the contractor’s ex-
cutive, management, supervisory and
other employees and to encourage such
persons to take the necessary actions
to aid the contractor in meeting this
obligation. The scope of the contrac-
tor’s efforts shall depend upon all the
circumstances, including the contrac-
tor’s size and resources and the extent
to which existing practices are ade-
quate.

(2) The contractor should implement
and disseminate this policy internally
as follows:

(i) Include it in the contractor’s pol-
icy manual.

(ii) Periodically inform all employees
and prospective employees of its com-
mitment to engage in affirmative ac-
tion to increase employment opportu-
nities for qualified individuals with
disabilities. The contractor should
schedule special meetings with all em-
ployees to discuss policy and explain
individual employee responsibilities.

(iii) Publicize it in the company
newspaper, magazine, annual report
and other media.

(iv) Conduct special meetings with
executive, management, and super-
visory personnel to explain the intent
of the policy and individual responsi-
bility for effective implementation,
making clear the chief executive offi-
cer’s attitude.

(v) Discuss the policy thoroughly in
both employee orientation and man-
agement training programs.

(vi) Meet with union officials and/or
employee representatives to inform
them of the contractor’s policy, and re-
quest their cooperation.

(vii) Include articles on accomplish-
ments of disabled workers in company
publications.

(viii) When employees are featured in
employee handbooks or similar publi-
cations for employees, include individ-
uals with disabilities.

(b) Audit and reporting system. (1) The
contractor shall design and implement
an audit and reporting system that
will:

(i) Measure the effectiveness of the
contractor’s affirmative action pro-
gram.

(ii) Indicate any need for remedial
action.

(iii) Determine the degree to which
the contractor’s objectives have been
attained.

(iv) Determine whether individuals
with known disabilities have had the
opportunity to participate in all com-
pany sponsored educational, training,
recreational and social activities.

(v) Measure the contractor’s compli-
ance with the affirmative action pro-
gram’s specific obligations.

(2) Where the affirmative action pro-
gram is found to be deficient, the con-
tractor shall undertake necessary ac-
tion to bring the program into compli-
ance.

(1) Responsibility for implementation.
An official of the contractor shall be
assigned responsibility for implement-
tion of the contractor’s affirmative ac-
tion activities under this part. His or
her identity should appear on all inter-
nal and external communications re-
garding the company’s affirmative ac-
tion program. This official shall be
given necessary top management sup-
port and staff to manage the imple-
mentation of this program.

(j) Training. All personnel involved
in the recruitment, screening, selection,
promotion, disciplinary, and related
processes shall be trained to ensure
that the commitments in the contrac-
tor’s affirmative action program are
implemented.

[61 FR 19350, May 1, 1996, as amended at 70
FR 36265, June 22, 2005]

§ 60–741.45 Sheltered workshops.

Contracts with sheltered workshops
do not constitute affirmative action in
lieu of employment and advancement
of qualified disabled individuals in the
contractor’s own work force. Contracts
with sheltered workshops may be in-
cluded within an affirmative action
program if the sheltered workshop
trains employees for the contractor
and the contractor is obligated to hire
trainees at full compensation when
such trainees become “qualified indi-
viduals with disabilities.”