



### Wisconsin Affirmative Action Plan Contractor Data

Contractor must submit to the State of Wisconsin agency with which it is contracting, along with all other required information:

- This form along with the contractor's Affirmative Action Plan
- or
- The "Request for Exemption from Submitting Affirmative Action Plan" (Form DOA-3024)


Contractor Name Newcap, Inc.		*Federal Employer Identification Number or Social Security Number 39-1050492	
Address (Street) 1201 Main Street		Contact Name Cheryl Detrick	Phone (Voice) ( 920 ) 834-4621
(P.O. Box)		Contact Title President/CEO	Fax ( 920 ) 834-4887
(City - State - Zip) Oconto		E-mail cheryldetrick@newcap.org	
Commodity CSBG		Contracting State Agency	
Total Contract Amount \$589,282.00	Award Date 1/01/2017	Bid, Contract or Purchase Order Number (Required) 437004-G17-0000940-11	

When a contractor complies with the State of Wisconsin's Contract Compliance Law requirements, the contractor may be included in the "*Contract Compliance Program (CCP) Contractor Directory*". This directory is located on a website that is available to State of Wisconsin purchasing staff. The contractor is identified in the directory as an eligible contractor for three years. If an eligible contractor receives another award from the State of Wisconsin prior to expiration of this eligibility, that contractor need not submit other contract compliance information. The contractor is identified in the *CCP Contractor Directory* by name and last four digits of Federal Employer Identification Number (FEIN#) or Social Security Number (SS#). We are requesting your approval to include your company, with the FEIN# or SS#, in this directory.

**YOUR PERMISSION IS REQUIRED** to list your federal numbers in the *CCP Contractor Directory*.

**Please Note:** A "No" will mean that your organization will **not** be listed in the directory. This will mean that each time a state agency contracts with your organization for more than \$50,000, the agency must request contract compliance information from you.

- Yes, I consent to the State of Wisconsin using this Federal Employer Identification Number or Social Security Number to identify my business in the "*Contract Compliance Program Contractor Directory*".
- No, I do not consent to the State of Wisconsin using this Federal Employer Identification Number or Social Security Number to identify my business in the "*Contract Compliance Program Contractor Directory*". I understand that by selecting this option, any State of Wisconsin agencies I contract with in the future will need to contact my organization to collect this affirmative action information again.

Name  Date (mm/dd/ccyy) 11/30/2017  
 Authorized Signature

Name Cheryl Detrick Telephone ( 920 ) 834-4621  
 Please Print or Type

This form can be made available in alternate formats to individuals with disabilities upon request.

\*A Federal Identification number is required to properly identify your business with the contract. Directory listing is optional.

## EQUAL OPPORTUNITY AND STATEMENT OF AFFIRMATIVE ACTION POLICIES

It is the policy of Newcap, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Newcap, Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.


Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer, JoAnn Hannigan, Director of Human Resources, has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Newcap, Inc. A notice explaining the company's policy will remain posted.

During the life of the contract(s) with the State of Wisconsin, Newcap, Inc. shall comply with s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities and affirmative action. The Agency shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

**NEWCAP, INC**  
**1201 MAIN ST**  
**OCONTO WI 54153**

Cheryl Detrick  
Typed Name   
Signature \_\_\_\_\_ Date \_\_\_\_\_  
President & C.E.O.  
Title



**Workforce Analysis: Contractor  
 Wisconsin Contract Compliance Program**

**General Instructions:** The contractor must include a workforce analysis as a part of its Affirmative Action Plan or with its Request for an Exemption from Submitting an Affirmative Action Plan, if the contractor is requesting an exemption based on having achieved a balanced work force. As an alternative to submitting this document, a contractor may submit a copy of its federal EEO-1 form. This information is due to the contracting state agency within fifteen (15) working days after the award date of a contract from the State of Wisconsin.

\*The contractor's Federal Identification Number is used to positively identify the employer and location.

Contractor Newcap, Inc.		Bid, Contract & PO Numbers (as applicable) 437004-G17-0000940-11		Date of Analysis 11/8/2017		*Federal Employer Identification Number 39-1050492	
JOB CATEGORIES	EMPLOYEES TOTAL	MALE			FEMALE		
		TOTAL	MINORITY	DISABLED	TOTAL	MINORITY	DISABLED
Officials and Managers	14	3			11		1
Professionals	3				3		
Technicians	2				2		
Sales Workers							
Administrative Support Workers	24	1		1	23	2	1
Craft Workers	14	14					
Operatives							
Laborers and Helpers	13	13					
Service Workers	5				5	1	1
<b>Total</b>	<b>75</b>	<b>31</b>		<b>1</b>	<b>44</b>	<b>3</b>	<b>3</b>
Total Employment Reported in Previous Analysis Dated:	3/20/2014 76	43			33	2	6

Prepared By:

*JoAnn Hannigan*  
 Signature

11/30/2017  
 Date

920-834-4621  
 Telephone Number

JoAnn Hannigan  
 Printed Name

Director of Human Resources  
 Title

This form can be made available in alternate formats to individuals with disabilities upon request. Please call the Contract Compliance Program (CCP) at (608) 266-5462 (voice) or (608) 267-9629 (TTY), or write to CCP at 101 East Wilson Street, 6th Floor, P O Box 7867, Madison, Wisconsin 53707-7867.

## **AFFIRMATIVE ACTION GOALS**

- Goal - Conducting onsite and eLearning training on affirmative action issues and initiatives.
- Measure – Awareness through attendance and completion as well as monitoring for issues.
- Target Date – March 2018 and ongoing.
  
- Goal - Broadening recruitment notices to include community organizations likely to refer women, minorities, and individuals with disabilities.
- Measure – Number of new hires.
- Target Date – December 2018.
  
- Goal - Reviewing job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
- Measure – Through discussions with department managers when posting jobs and through discussions regarding performance reviews.
- Target Date - December 2018 and ongoing.

Newcap, Inc. will stay committed to recruiting and appointing women, minorities, and individuals with disabilities for vacancies when Newcap has turnover or a need to expand its workforce.

## **PLAN DISSEMINATION**

The Affirmative Action Plan will be made known by the following:

1. Copies of the affirmative action program are posted in conspicuous places within the company facilities.
2. Equal employment opportunity and affirmative action issues are addressed at bi-monthly Leadership meetings, should an issue arise.
3. All solicitations and advertisements for employment will include a statement comparable to: “an equal employment opportunity employer.”
4. All employees have access to the Affirmative Action Plan for review. A copy of the Plan may be obtained on request from JoAnn Hannigan, Human Resources Director.

All supervisory and management personnel are responsible for implementation of affirmative action initiatives within their areas of responsibility.

Any complaints regarding this Affirmative Action Plan may be filed with the Wisconsin Department of Workforce Development’s Equal Rights Division or with the Contract Compliance Program.

## **INTERNAL MONITORING**

The Affirmative Action Plan is reviewed annually to evaluate results achieved by the Plan. The Human Resources Director is responsible for monitoring of the Plan and taking necessary action, including but not limited to re-educating managers and directors responsible for hiring and promotion. Any issues or concerns shall be reported to the President/CEO. All Managers and Directors are held responsible for implementing affirmative action initiatives within their areas of responsibility