

Bulletin Board Requirements

Prime contractors must erect a single project bulletin board which includes the EEO Policy Statement of the Prime and all Subs for the project. Primes may request copies of EEO Policy Statements for their subs from the [Contractor Compliance Specialist](#).

Intent

Convey employment-related protections and privileges to employees and potential employees.

Location

Boards must be erected where work is performed. The location should be on the project site or in the applicable staging area. If posted along a project roadway the board must be parallel to the road.

Boards must be:

- **Erected prior to work beginning**/resuming following winter shutdown.
- **In a safe location**, approved by the Engineering Project Manager / Maintenance Superintendent.
- **Legible**, meaning large enough to display all items with a minimum of a 10 font. Items must not be faded or weathered. If printing on product other than paper, review your printout to ensure it is legible.
- **Accessible**, meaning they must be upright and at a convenient height for viewing.
- **Available** to employees and potential employees at all times (24/7).

Contract Specific Documents

Contract Specific Wage Rates and EEO Policy Statements for the Prime and all Subs may be placed in clearly marked weather safe pouches or three ring notebooks and placed with the project board.

Language Formats

Contractors must post all items in English. If they have employees with have limited-English proficiency (LEP), the contractor must include the materials in a language their employees understand.

Primes should coordinate with their Subs to determine materials are needed in additional languages.

MDT's Bulletin Board Materials may be downloaded in English and Spanish. Additional languages can be requested from the [Contractor Compliance Specialist](#).

NOTE: MDT's EEO Policy Statement will be issued in English. Additional languages are available upon request.

Board Inspections

Prime's are encouraged to inspect their board regularly to ensure that all items are present, accessible, and legible. Review for weathering and sun fade.

MDT will inspect prior to work beginning/resuming after winter shutdown, and periodically thereafter.