



CITY OF DETROIT
MAYOR'S OFFICE

OFFICE OF THE
DETROIT CITY CLERK

COLEMAN A. YOUNG MUNICIPAL CENTER
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2014 APR 16 P 2:43

EXECUTIVE ORDER NO. 2014-1

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

RE: VIOLENCE IN THE WORKPLACE

WHEREAS, the City of Detroit has a long-standing commitment to promoting a safe and secure work environment for the benefit of its employees and the general public,

WHEREAS, the City of Detroit is committed to preventing violence against persons receiving City services and participating in City programs,

WHEREAS, employees have the right to work in an environment that is free from violence.

WHEREAS, as an employer, the City of Detroit will take all affirmative steps necessary to eliminate violence in the City workplace,

WHEREAS, violence in the workplace includes: 1) written or verbal communications, whether direct or indirect, which are of a threatening, intimidating, or coercive nature; 2) the use or threat of physical force, including fighting or horseplay; 3) stalking; 4) vandalism or destruction of property; and 5) the use or possession of any weapon or ammunition, unless the specific weapon or ammunition is authorized by the city for a particular work assignment. Appropriate disciplinary action, up to and including discharge, will be taken against employees who are found to have engaged in such misconduct,

WHEREAS, the City of Detroit will not tolerate violence in the workplace, whether committed by or against city employees,

I, Michael E. Duggan, Mayor of the City of Detroit, do hereby order as follows:

MICHAEL E. DUGGAN, MAYOR



- 1). The City of Detroit shall continue to adhere to a policy of zero tolerance for any form of violence in the workplace;
- 2). The Director of the Human Rights Department shall promulgate and oversee the implementation of a Violence in the Workplace Coordinator within the Human Rights Department, implement reporting and investigation procedures for incidents of workplace violence, and provide training of City of Detroit managers, supervisors, and employees on the Violence in the Workplace Policy;
- 3). The Human Rights Department shall issue Workplace Violence Guidelines on Prevention and Management of Violence;
- 4). The Director of the Human Rights Department shall promulgate amendments to the Violence in the Workplace Policy as may be necessary and proper to effectuate this Executive Order;
- 5). All managers and supervisors shall be responsible for implementing and maintaining safe workplace practices, the City of Detroit Violence in the Workplace Policy, and communicating the Policy to subordinates;
- 6). All Department Directors and Agency Heads shall continually review current security measures at work sites and, where needed, shall implement changes to make work sites safer for City of Detroit employees and the public;
- 7). All employees, including managers and supervisors, shall be responsible for reporting incidents of violence in the workplace or any potentially dangerous situation to their supervisors, the Violence in the Workplace Liaison in each department and agency, the Human Rights Department Workplace Violence Unit, or, where appropriate, to law enforcement authorities;

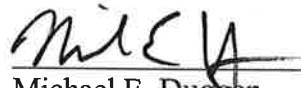


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- 8). No person shall be retaliated against for having made a good faith report or complaint on for participating in, or aiding an investigation of, an incident or threat of violence in the workplace; and
- 9). This Order and the Violence in the Workplace Policy does not cover allegations of violence committed by or against sworn police officers in the course of their official duties, which are to be referred to the Office of the Chief Investigator for the Board of Police Commissioners, or, as appropriate, law enforcement authorities.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No. 12 issued by Mayor Dennis W. Archer on May 14, 1999, reissued by Mayor Kwame M. Kilpatrick on May 27, 2003 and Mayor Dave Bing on November 15, 2010.



Michael E. Duggan
Mayor, City of Detroit



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EXECUTIVE ORDER NO. 2014-2

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

**RE: INTERNAL POLICY AGAINST ANY AND ALL FORMS OF
DISCRIMINATION AND/OR SEXUAL HARASSMENT**

WHEREAS, discrimination against, or sexual harassment of, any employee or any other person is a serious violation, which will not be tolerated and will subject the offending employee to appropriate discipline, including discharge,

WHEREAS, this Executive Order clarifies and updates the City of Detroit's employment practices regarding discrimination or harassment as delineated: 1) in Section 27-3-1 of the 1984 Detroit City Code governing discrimination on the basis of race, color, religious beliefs, national origin, age, marital status, disability, sex, sexual orientation, or gender identification or expression and 2) in Section 13-12-1 of the 1984 Detroit City Code governing sexual harassment,

WHEREAS, all employees, managers and supervisors, are responsible for ensuring that subordinates or co-employees are afforded a work environment that is free from improper or unwelcome discrimination on the basis of race, color, religious beliefs, national origin, age, marital status, disability, sex, sexual orientation, or gender identification or expression, and from harassment on the basis of sex,

WHEREAS, all appointees, managers and supervisors shall attend training classes on the City's policy and guidelines regarding discrimination and harassment,

WHEREAS, it is the policy of this Administration to encourage and promote the early resolution of internal employment disputes while considering the interest of all parties with the goal to promote and safeguard a harmonious work environment. In order to facilitate the implementation of this policy, the Human Rights Department will have sole responsibility and authority to investigate complaints of unlawful discrimination that



is alleged under Section 27-3-1 of the 1984 Detroit City Code and harassment that is alleged under Section 13-12-1 of the 1984 Detroit City Code,

I, Michael E. Duggan, Mayor of the City of Detroit, do hereby order as follows:

- 1.) employees who believe that they have been subjected to discrimination on the basis of their race, color, religious beliefs, national origin, marital status, disability, sex, sexual orientation, or gender identification or expression, or to harassment on the basis of sex, may file a complaint with the Human Rights Department. Except under extraordinary circumstances, the Human Rights Department should endeavor to complete the investigation and provide a written report to the Mayor's office, the Law Department, and the employee's department director or agency head within sixty (60) days of the date the complaint was filed with the Department. The report shall contain a statement regarding the findings of the investigation and, if appropriate, a recommendation for corrective and/or disciplinary action. The complainant and the affected employee shall be provided with a written disposition of the investigation.
- 2.) The employee or employees charged by the complainant shall have an opportunity to review the written complaint and to provide a written response. Each witness named in the complaint and in the associated response shall be interviewed. The Human Rights Department shall provide an opportunity for early resolution by holding a Conciliation Hearing prior to the close of the investigation attended by the complainant and his or her representative, and the charged employee's department director or designee.

It is important to note that, with the exception of sexual orientation and of gender identification or expression, the Equal Employment Opportunity Commission (EEOC) and Michigan Department of Civil Rights (MCDR) have concurrent federal and state jurisdiction of same and similar subject areas. At any time, the Human Rights Department or the complainant may request that, due to a concurrent filing with the appropriate federal or state agency, the Human Rights Department file shall be closed.

This Order does not encroach upon the Human Resources Department's authority to investigate claims of discrimination that do not arise under Section 27-3-1 of the 1984 Detroit City Code and harassment that do not arise under 13-12-1 of the 1984 Detroit City Code. In addition, this Order does not encroach upon the Human Resources Department's authority to investigate any other personnel-related matter.



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Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No.2 issued by Mayor Dennis W. Archer, reissued by Mayor Dennis W. Archer on August 16, 1994, Mayor Kwame M. Kilpatrick on May 27, 2003, and Mayor Dave Bing on November 15, 2010.



Michael E. Duggan
Mayor, City of Detroit



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EXECUTIVE ORDER NO. 2014-3

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

**RE: CERTIFICATION OF BUSINESSES BY THE DEPARTMENT OF
ETHICS AND CIVIL RIGHTS**

WHEREAS, it is the policy of this Administration to encourage and increase the utilization of Detroit Headquartered Businesses, Detroit Based Businesses, Detroit Based Small Businesses, Minority Owned Businesses and Women Owned Businesses,

WHEREAS, to facilitate the use of Detroit Headquartered Businesses, Detroit Based Businesses, Detroit Based Small Businesses, Minority Owned Businesses and Women Owned Businesses by developers, corporations, non-profit organizations, governmental agencies and other entities, the City of Detroit, through its Human Rights Department, will identify and certify businesses in the following categories: Detroit Headquartered Business, Detroit Based Business, Detroit Based Small Business, Minority Owned Business Enterprise and Women Owned Business Enterprise,

WHEREAS, the City of Detroit Certified Business Register is a tool for businesses, non-profit organizations and governmental agencies to identify Detroit-Headquartered, Detroit Based, Detroit Based Small, Minority Owned and Woman Owned Businesses,

I, Michael E. Duggan, Mayor of the City of Detroit, do hereby order as follows:

- 1). The Human Rights Department shall develop and implement appropriate guidelines for the certification of these business entities;
- 2). The Guidelines shall be publicized with the business community and the community at large;

MICHAEL E. DUGGAN, MAYOR




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- 3). The Human Rights Department shall publish and regularly update a register of certified businesses;

It is important to note that the certification process for Minority Owned Businesses and Women Owned Businesses is not a set-aside or quota program for the award of City contracts.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No.14 issued by Mayor Dennis W. Archer on June 18, 2001, and reissued by Mayor Kwame M. Kilpatrick on November 1, 2003.



Michael E. Duggan
Mayor, City of Detroit



EXECUTIVE ORDER NO. 2014-4

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

**SUBJECT: UTILIZATION OF DETROIT RESIDENTS ON PUBLICLY-
FUNDED CONSTRUCTION PROJECTS**

DATE: AUGUST 22, 2014

WHEREAS, it is the policy of this Administration to encourage and maximize the utilization of Detroit Residents on publicly-funded construction projects. An important component of the economic revitalization of Detroit is the employment of Detroit residents,

WHEREAS, this Executive Order directs City departments and agencies to implement specific residency requirements on all construction projects funded, in whole or in part, by the City, and applies to those funded by state or federal funds to the extent permitted by law.

WHEREAS, all City of Detroit project construction contracts shall provide that at least **fifty-one percent (51%)** of the workforce must be bona-fide Detroit residents. In addition, Detroit residents shall perform **fifty-one (51%)** of the hours worked on the project. Workforce and project hours shall include work performed by Detroit residents in the various job categories: officials and managers, supervisors and forepersons, professionals, technicians, sales workers, office and clerical, skilled trades, craft workers, operators, laborers, service workers, apprentices, and on-the-job training positions.

WHEREAS, failure to meet the Detroit resident workforce requirement, including project hours, will result in the following monthly financial penalties:

FINANCIAL PENALTIES

Detroit Resident Hours

45% - 50%
40% - 44%
30% - 39%
0% - 29%

Monthly Recruitment Fee

3%
7%
10%
15%

WHEREAS, developers, general contractors, prime contractors and sub-contractors are required to pass the requirements of this Executive Order down to all lower-tier contractors. However, it is the sole responsibility of the entity contracting with the City of Detroit to require all of their contractors to comply with the City of Detroit requirement to utilize fifty-one percent (51%) of Detroit residents on construction projects. In reaching the Detroit residency requirements, local union halls may be utilized. Additionally, Detroit Employment Solutions may be utilized to recruit and hire Detroit residents, where Detroit residents are unavailable through local unions. **Failure to meet the requirements of this Executive Order will constitute a breach of contract and may result in immediate termination of the contract.**

WHEREAS, at the option of the City of Detroit, any developer, general contractor, prime contractor, sub contractor, or lower-tier contractor that is deficient in the utilization of Detroit residents may be barred from doing business with the City of Detroit for one (1) year. In addition, the City of Detroit reserves the right to re-bid the contract, in whole or in part, and /or hire its own workforce to complete the work.

WHEREAS, all construction contracts, construction contract amendments, change orders and extensions shall include the terms of this Executive Order. The Human Rights Department shall have the responsibility for preparing administrative guidelines, monitoring and enforcing the provisions of this Executive Order.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No. 22 issued by Mayor Coleman A. Young on August 29, 1983, and reissued by Mayor Kwame M. Kilpatrick on November 1, 2007.



Michael E. Duggan
Mayor, City of Detroit



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EXECUTIVE ORDER NO. 2014-5

**TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS,
CITY COUNCIL MEMBERS AND THE CITY CLERK**

FROM: MICHAEL E. DUGGAN, MAYOR

**SUBJECT: UTILIZATION OF DETROIT HEADQUARTERED BUSINESSES
AND DETROIT BASED BUSINESSES FOR CITY OF DETROIT
CONTRACTS**

DATE: AUGUST 22, 2014

WHEREAS, it is the policy of this Administration to encourage and increase the utilization of Detroit Headquartered Businesses and Detroit-Based Businesses. An important component of the economic revitalization of Detroit is the utilization of Detroit Headquartered Businesses and Detroit-Based Businesses in the City of Detroit's contracting. The City government is a major purchaser of goods and services. A substantial percentage of the City of Detroit's budget will be used to purchase goods and services to meet the needs of Detroit and its citizens.

WHEREAS, this Executive Order directs City departments and agencies to implement specific purchasing goals for the utilization of Detroit Headquartered Businesses and Detroit-Based Businesses. The goal of this Administration is to award **thirty percent (30%)** of the total dollar value of City contracts to Detroit Headquartered Businesses and Detroit-Based Businesses. The ability of individual departments to achieve this goal may vary as a function of the types of goods and services required and the availability of Detroit Headquartered Businesses and Detroit-Based Businesses to perform any given contract. However, all departments shall make their best efforts to meet this goal. All city departments and agencies are directed to review their contracting practices and procedures for the implementation of this Executive Order.

WHEREAS, the purchasing ordinance, Detroit City Code Section 18-5-2, provides equalization factors to be applied to the bids of Detroit Headquartered Businesses and Detroit-Based Businesses. All city departments and agencies shall encourage such businesses to participate in the bidding for their contracts.

MICHAEL E. DUGGAN, MAYOR

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WHEREAS, the purchasing ordinance, Detroit City Code Section 18-5-33, provides that professional services contracts are to be open to competition utilization requests for proposals, requests for qualifications, or requests for quotations. It provides that a firm's status as a Detroit-Based Business, Joint Venture, or Mentor Venture shall be one of the evaluation criteria used to select professional service contractors. All city departments and agencies shall encourage such businesses to participate in the bidding for their professional services contracts.

WHEREAS, one of the goals of this Executive Order is to encourage more Detroit-Based Businesses to locate their headquarters in Detroit. That will be an important part of the economic revitalization of Detroit.

WHEREAS, for the purposes of this Executive Order "Headquarters" and "Detroit Based" shall have the definition assigned to them in Section 18-5-1 of the 1984 Detroit City Code.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order No. 4 issued by Dennis Archer on October 28, 1994, and reissued by Mayor Kwame M. Kilpatrick on November 1, 2003.



Michael E. Duggan
Mayor, City of Detroit

CITY CLERK 27 AUG 2014 4:11:01

