San Francisco Administrative Code Chapters 12B and 12C
Nondiscrimination in Contracts

You can find almost all of the following materials linked to the Home Page of the San Francisco Human Rights Commission. The Home Page is: “http://www.sf-hrc.org”. The Equal Benefits Information is in the “Equal Benefits Compliance (12B)” drop-down menu, at the top of the screen under the middle of the Golden Gate Bridge. The drop-down menu has these choices:

- How to comply with the Equal Benefits Ordinance
- Important forms and documents
- Resources

If you do not have access to the Internet and need copies of any of these materials, please call the Human Rights Commission at (415) 252-2500.

The City asks all vendors to submit the Declaration (form HRC-12B-101). On that form, you inform the City whether you comply, are trying to comply, or do not comply with Chapters 12B and 12C. If you do not submit the form, the City assumes you do not comply.

If you do comply, you must submit the Declaration (form HRC-12B-101), and it is likely that you will have to include supporting documentation when you submit the Declaration to the Human Rights Commission.

**Administrative Code Chapter 12B, Nondiscrimination in Contracts, and Chapter 12C, Nondiscrimination in Property Contracts**

These are the statutes covering Nondiscrimination, which includes Equal Benefits. Equal Benefits provisions appear in Sections 12B.1, 12B.2 and 12B.5-1, and Sections 12C.1, 12C.2, 12C.3 and 12C.5-1. There are links to the statues in the “Resource” pick in the Equal Benefits drop-down menu.

**Forms.** These forms are linked to the “Important forms and documents” menu pick. The first form is part of this package.

- Declaration (HRC-12B-101)
- Reasonable Measures Affidavit (HRC-12B-102)
- Substantial Compliance Authorization Form (HRC-12B-103)
- Quick Reference Guide to Equal Benefits Compliance