

<p style="text-align: center;"><b>CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</b></p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

**Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.**

**Section I. Identification**

**1. Company Name and Address:**

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
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**2. Name and Address of the Company's Principal Office *(answer only if not the same as above)***

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service):**

**4. Project on which your company is bidding:**

**5. City of Urbana contact staff assigned to contract:**

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		

## SECTION III. Employment Information

**IMPORTANT:** Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

**TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
<b>Date of above Data:</b> _____												

**TABLE B\* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT**

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

\*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

**For Contractors: Data provided in Table B will be verified by worksite inspections.**

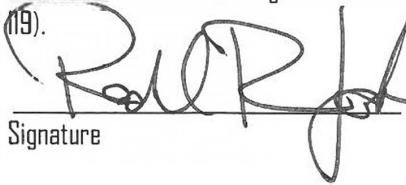
**TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

GENERAL SUBMITTAL

## SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

  
Signature

Rashod R. Johnson / President & CEO

Printed Name and Title

Rashod@ArdmoreRoderick.com

E-mail Address

11/9/18

Date

## SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES

NO

2. Have you enclosed your company's EEO statement?

YES

NO

3. Have you enclosed your company's Sexual Harassment policy?

YES

NO

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



## **Ardmore Roderick EEO Statement**

### **DIVERSITY & INCLUSION**

AR strives for excellence. We recognize that we must have the best people, and the best people are drawn from the broadest pool of applicants. The people we need can be found only by looking across the full spectrum of race, color, religion, creed, sex, age, national origin, citizenship status, disability, qualified veteran status, genetic information, marital status, sexual orientation and gender identity.

For our firm to excel, all team members must feel that they are operating in an inclusive environment that welcomes and supports differences, and that encourages input from all perspectives. Every AR employee has the right to expect a workplace in which the richness of their lives and experience is welcomed and valued by their team and by the firm.

Our employees always come first. To continue providing our clients with the best service and solutions, our people must be diverse. We must be fully capable of dealing with different cultures in an informed and nuanced manner. Experience has shown us that we can best serve our clients' interests by tapping the insights, talents, and judgments of a diverse workforce.

### **NON-DISCRIMINATION AND EQUAL EMPLOYMENT**

AR affirms its commitment to afford all individuals who have the necessary qualifications an equal opportunity to compete for employment and advancement with the company. To assure equal employment opportunity, there shall be no discrimination and/or preferred treatment concerning any individual or group because of race, color, creed, religion, ancestry, sex, age, national origin, sexual orientation, disability, marital status, or veteran status or as otherwise prohibited by applicable state, federal or local law.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Human Resources, any Vice President, or the CEO. Employees can raise concerns and make reports without fear of reprisal. Anyone found to have engaged in or who has actively committed any type of unlawful discrimination, or who retaliates against anyone for reporting or raising questions concerning alleged unlawful discrimination, will be subject to disciplinary action, up to and including termination of employment.

### **AMERICAN WITH DISABILITIES ACT:**

AR supports and is committed to compliance with the Americans with Disabilities Act (ADA). If you are an individual with a disability protected by the Act, you may request the firm make a reasonable accommodation to your job as required by the ADA.

The ADA defines a person with a disability as an individual who:

- Has a physical or mental impairment that limits one or more of their major life activities (walking, talking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

The ADA ensures that qualified individuals who have a physical or mental disability, but who can still perform the essential functions of the job are provided equal employment opportunities.

Ardmore Roderick does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



## **SEXUAL HARASSMENT & ZERO TOLERANCE POLICY FOR PROHIBITED HARRASSMENT**

AR is committed to providing a work environment that is free of discrimination and unlawful harassment. Sexual harassment of employees in the workplace is unacceptable and will not be tolerated. The management of AR takes this issue seriously. Our workplace is not limited to the AR's facilities, but may also include client facilities, as well as anywhere a business-related function is taking place. In fact, any place where employees and their supervisors are together may be considered to be part of the workplace.

Actions, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Sexual harassment includes but is not limited to unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as: sexually-oriented verbal "kidding" or jokes; subtle or overt pressure to engage in sexual activity; physical contact such as patting, squeezing, pinching, poking or brushing against another's body; demands for sexual favors, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement, directed at individual employees, their relatives, friends or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the Company's premises or circulated in the workplace that denigrates or shows hostility or aversion towards an individual or group because of the characteristics identified above.

Harassment committed or conveyed digitally or by other means of communication is equally prohibited. Employees may not use social media to make posts about coworkers, supervisors, or the employer that are vulgar, obscene, threatening, intimidating, harassing, or a violation of AR's workplace policies against discrimination, harassment, or hostility, on account of age, race, religion, sex, ethnicity, nationality, disability, sexual orientation, or other protected class, status, or characteristic

Whether or not the person intends to give offense or believed his or her comments or conduct was welcome is not significant. Rather, AR's policy is violated when another reasonable person, whether recipients or mere observers, are, in fact, offended by comments or conduct based on race, religion, color, gender, age, national origin, ancestry, marital status, sexual orientation or disability.

Conduct of this type is improper when: a) unwanted or unwelcomed by any party involved a) submission to the conduct is either an explicit or implicit condition of employment; b) submission to, or rejection of, the conduct is used as a basis for employment decisions affecting the person involved; or c) the conduct interferes with an individual's work performance or work environment.



AR prohibits harassment of any of its employees, or by its employees, based on an individual's race, religion, color, gender, age, national origin, ancestry, marital status, sexual orientation, or physical or mental disability.

Employees who have complaints of alleged harassment are encouraged to firmly and promptly notify the offender that his or her behavior is unwelcome. Because this may be difficult, such direct communication is not a requirement of filing a complaint. If the direct communication is ineffective or inappropriate to the circumstances, the employee should report the offender's conduct to their supervisor, Human Resources, any Vice President or the CEO.

#### Investigating & Resolving Complaints:

AR encourages all employees who believe they have been harassed or who have witnessed harassment or who have been treated improperly to report all incidents of prohibited harassment regardless of the identity of the offender. An employee who believes that he or she has been harassed by any employee, client, or other business contact AR, should immediately report the incident to his or her supervisor.

If the immediate supervisor is involved in the conduct or, for some other reason, the employee feels uncomfortable reporting to that supervisor, the employee should report directly to Human Resources, any Vice President or CEO. AR encourages prompt reporting of complaints so that appropriate action may be taken. However, late reporting of a complaint will not, in and of itself, preclude AR from taking remedial action.

All complaints of harassment will be promptly investigated. If the investigation determines that harassment has occurred, the offender will be disciplined, up to and including termination. In all circumstances, the complaining party will be notified of the results of the investigation.

Confidentiality with regard to complaints that are received will be maintained to the extent possible and consistent with conducting a complete investigation.

Any investigation will be thorough, fair and concerned with rights of all parties involved. All employees must cooperate in any internal investigation. Employees who fail to cooperate in any internal investigation are subject to discipline, up to and including termination. In addition, failing to cooperate or providing false information during an investigation shall be grounds for disciplinary action, up to and including termination.

Upon completing its investigation, the AR investigator will communicate its findings and intended actions to the complainant and to the individual accused of harassment. Individuals found to have violated this policy will be disciplined, up to and including termination.



Although the AR's ability to discipline a non-employee harasser (such as a client) is limited by the degree of control, if any, that AR has over that individual, any employee who has been subject to harassment should make a complaint and be assured that action will be taken.

AR expressly prohibits any form of retaliation for the filing of a complaint or for participating in an investigation. Any incidents of retaliation should be reported to the investigator, the employee's supervisor, Human Resources, any Vice President or the CEO. Anyone who retaliates against an employee who complains of or who participates in an investigation of alleged harassment or other alleged misconduct will be subject to disciplinary action, up to and including termination.