CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

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: ICO Ironhorse, Inc.

d/b/a:

Address: 608 County Farm Rd.

City/State/Zip: Monticello, IL 61856

Telephone Number(s) include area code: 217-762-7042

Check one of the following

Corporation	✓	Partnership		Individual Proprietorship		Limited Liability Corp.	

FEI Number: 46-4425533 | Social Security Number:

2. Name and Address of the Company's Principal Office ***(answer only if not the same as above)***

Name: Same

Address:

City/State/Zip

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

4. Project on which your company is bidding: BRP-305 S. Lynn ST. Demo

5. City of Urbana contact staff assigned to contract: Randy Burgett

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: Dawn Nassar Title: Administrator Telephone: 217-762-7042 Email: icdironhorse@gmail.com	✓	
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. **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.**	✓	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? **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.**	✓	
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/woman 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? **(If yes, please complete Table B.)**		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? **(If yes, you need to complete Table C.)**		✓

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	1	1		1	1							
Professionals												
Technicians	1		1									
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)	2		2									
Operatives (Semi-Skilled)	1				1							
Laborers (Unskilled)	1				1							
Service Workers												
TOTAL	6	1	3	1	3							

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.

Date of above Data: 10-7-16

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			1					
Professionals								
Technicians	1							
Sales Workers								
Office & Clerical		1						
Craft Workers (Skilled)	1							
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	2	1	1					

*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	0	0	0	0	0	0	0	0
Professionals								
Technicians	0	0	0	0	0	0	0	0
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0
Service Workers								
TOTAL	0	0	0	0	0	0	0	0

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

Danielle Nassar, Administrator
Printed Name and Title

icdironhorse@gmail.com
E-mail Address

10-7-16
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** _____

Affirmative Action Plan Statement of Policy

The Board of Trustees of ICD Ironhorse, Inc. on September 28, 2011, approved and included the following policy statement on Equal Employment Opportunity Affirmative Action:It is the policy of ICD Ironhorse, Inc. not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, or being a veteran with a disability or veteran of the Vietnam Era. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits, and all other terms and conditions of employment.

Employment opportunities will not be distinguished on the basis of sex unless sex is a bona fide occupational qualification. Employment opportunities will not be distinguished on the basis of age except where age is reasonably taken into account as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity administered by ICD IRONHORSE.

ICD IRONHORSE will take affirmative action to recruit, employ, and to advance in employment minorities, women, veterans with disabilities, and veterans of the Vietnam Era. Reasonable accommodations will be made for otherwise qualified veterans with disabilities and other persons with disabilities.

Specific obligations of ICD IRONHORSE related to this policy arise from the following laws, orders, and regulations:

1. Title VI Civil Rights Act of 1964, as amended
2. The Equal Pay Act of 1963
3. Title VII of the Civil Rights Act of 1964
4. Executive Order No. 11246 of September, 1965
5. Executive Order No. 11375 of 1967
6. Age Discrimination in the Employment Act of 1967
7. U.S. Department of Labor, Office of Federal Contract Compliance Programs, Revised Order #4, December 1971
8. The Rehabilitation Act of 1973
9. The Vietnam Era Veteran's Rehabilitation Act of 1974
10. Executive Order No. 12086 of October 5, 1978
11. Federal Register, Part IV, Friday, October 20, 1978
12. Title VII and VIII of the Public Health Service Act, as amended
13. The Illinois Prohibition of Sex Discrimination in Wage Rates Act (T.C.A. 50-320-50-325)

14. The Illinois "Governor's Code of Fair Practice" (1972)

15. The "Gerry Memorandum" of 1975

16. Americas With Disabilities Act of 1990 This ***AFFIRMATIVE ACTION PLAN*** applies to all regular and term employees in all EEO categories of ICD IRONHORSE. It is likewise the policy of ICD IRONHORSE not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or being a veteran with a disability or a veteran of the Vietnam Era. ICD IRONHORSE will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or being a veteran with a disability or a veteran of the Vietnam Era. Such action shall include, but not be limited to employment, upgrading, demotion, transfer, recruitment, lay-off or termination, rates of pay or other forms of compensation or benefits, and selection of training. ICD IRONHORSE re-affirms its commitment to the Board of Trustees' policy and to make good faith efforts to comply with the intent of effective affirmative action's.

ICD Ironhorse, Inc.

Policy on Sexual Harassment

ICD Irohnorse's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

What is sexual harassment? Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

What is *not* sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

What should you do if you are sexually harassed? If you feel that you have been the recipient of sexually harassing behavior, report it immediately to the owner of Monticello Garden Center or other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint.

If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to the owner of Monticello Garden Center.

Your identity will be protected and you will not be retaliated against for making a complaint.

What happens after a complaint is made? Within 1 of day after a written complaint is made, a supervisor, or other person designated by the owner, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint. *Your anonymity will be protected to the extent possible.*

Depending on the complexity of the investigation, you should be contacted within one week about the status of your complaint and whether action is being.