

<p style="text-align: center;"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>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: Hall Signs, Inc.

d/b/a:

Address: 4495 W. Vernal Pike

City/State/Zip: Bloomington, IN 47404

Telephone Number(s) include area code: 812-332-9355

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 35-1037293      Social Security Number:

**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):** Manufacturer of traffic control products

**4. Project on which your company is bidding:** Traffic signs materials and construction traffic control devices

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

## 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 ?	X	
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: <u>Jenni Kalbfleisch</u> Title: <u>EEO Administrator</u> Telephone: <u>812-332-9355</u> Email: <u>bids@hallsigns.com</u>	X	
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>	X	
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>	X	
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?	X	
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?	X	
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?	NA	NA
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
I.	Does the company have collective bargaining agreements with labor organizations?		X
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?	NA	NA
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>		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		X



**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	8	2						
Professionals								
Technicians								
Sales Workers								
Office & Clerical	0	8						
Craft Workers (Skilled)	2	0						
Operatives (Semi-Skilled)	2	1						
Laborers (Unskilled)	7	0						
Service Workers								
<b>TOTAL</b>	19	11						

\*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					2			
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	1							
Laborers (Unskilled)	1		1		3			
Service Workers								
<b>TOTAL</b>	2		1		5			



# 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.



## AFFIRMATIVE ACTION PROGRAM

1. Equal employment opportunity will be provided to all employees and applicants regardless of race, color, religion, ancestry, national origin, sex, age, handicap, physical condition, developmental disability, or sexual orientation.
2. A record of employees classified by race, sex, and job classification will be maintained.
3. All applicants and employees will be advised at time of employment and via posting of the company's non-discrimination statement that we are an Equal Employment Opportunity Employer.
4. The company will, in any apprenticeship programs in which the company participates, not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, physical condition, developmental disability, or sexual orientation.
5. The company has appointed Jenni Kalbfleisch to serve as the Equal Employment Officer, and she is authorized to supply reports and represent this company in all matters regarding this affirmative action program.
6. The name, address, and telephone number of the Equal Employment Officer will be posted in a conspicuous place or places. This officer will be responsible for:
  - a. Supervision of periodic audits of employment practices and for addressing any complaints concerning discriminatory practices.
  - b. Maintain communication with a representative of the Human Relations Division with regards to non-discrimination requirements.
  - c. Instruct supervisory personnel about their responsibility regarding equal opportunity and non-discrimination requirements.
  - d. Periodic reviews with supervisory personnel to ensure that the program is being properly implemented.

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- e. Contacts with minority recruitment sources who will be notified in writing that this company is an equal opportunity employer.
- f. Maintaining all facilities and company activities on a non-segregated basis.
- g. Seeking to utilize minorities and females to the same degree as others, based on the following factors.
  - (1) Minority population in the area.
  - (2) Size of unemployed minority forces in the area.
  - (3) Percentage of minority work force as compared with the total work force in the area.
  - (4) Local availability of minorities having the skills we employ.
  - (5) Availability of promotable minority employees in our company.
  - (6) Existence of training institutions capable of training minorities in the area.
  - (7) The internal skills training for which our company is capable of offering minorities for required job categories.
- h. Posting the company's non-discrimination policy statement in areas designated for employee relation notices.

Firm name: Hall Signs, Inc.

Signature: Jenni Kalbfleisch

Equal Employment Officer: Jenni Kalbfleisch

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## POLICY STATEMENT

### TO ALL PERSONNEL

It is the employment policy and practice of Hall Signs, Inc. to recruit and hire employees without regard to the applicant's race, color, creed or religion, national origin, sex, handicap, physical condition, developmental disability or sexual orientation, and to treat all employees equally with respect to compensation, opportunities for advancement, including upgrading, promotion and transfer; and all other terms and conditions of employment.

In furtherance of these policies and practices, Hall Signs, Inc. has designed and agreed to implement an Affirmative Action Program in accordance with the provisions of the State of Indiana Compliance Law.

Hall Signs, Inc. further recognizes that the effective application of an employment policy involves more than just a policy statement and will, therefore, implement this Affirmative Action Program in a positive manner and will make known our commitment to this effort and that equal opportunities are available within Hall Signs, Inc. on the basis of individual merit. Hall Signs, Inc. will solicit and encourage all qualified persons to seek opportunities with this company, and take advantage of advancement possibilities.

Please contact Jenni Kalbfleisch, the Company's Affirmative Action Administrator, who is designated by the company's President, Larry W. Hall, to oversee this policy, for more information concerning this policy statement of the Affirmative Action Program.

Very truly yours,

Larry W. Hall

LWH:cm

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## Harassment

It is the policy of **Hall Signs, Inc.** to maintain a workplace free of harassment on the basis of race, sex, color, ancestry, national origin, religion, disability, age, sexual orientation, marital status, or number of dependents. All employees and visitors to our facility are expected to deal fairly and honestly with one another to ensure a work environment free of intimidation and harassment. Harassment, as defined herein, is strictly prohibited in the workplace, and is punishable by appropriate discipline up to and including terminations.

Sexual harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature where submission to such conduct:

1. *is made explicitly or implicitly a condition of employment or;*
2. *results in rejection of advances as the basis for discriminatory treatment or;*
3. *unreasonably interferes with work performance or;*
4. *creates an intimidating, hostile or offensive work environment.*

Individuals who believe they have been subjected to sexual harassment should report the incident to their supervisor, another supervisor/manager, or the Human Resources Department.

An investigation will be initiated immediately, and, if appropriate, disciplinary action will be taken against any offender, including but limited to discharge. Complaints will be granted utmost confidentiality. This policy also prohibits retaliation against employees who bring sexual harassment complaints up against another individual or individuals.

It is the intent of **Hall Signs, Inc.** to adhere to all federal and state guidelines as provided by the Indiana Civic Rights Commission. Each manager, supervisor and employee of **Hall Signs, Inc.** has an individual responsibility for implementing this policy and complying with EEO laws.

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