

<p>CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</p>	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: RAY O'HERRON CO., INC.

d/b/a: RAY O'HERRON CO., INC.

Address: 3549 N VERMILION

City/State/Zip: DANVILLE, IL 61832

Telephone Number(s) include area code: 800-223-2097/217-442-0860

Check one of the following

Corporation	<input checked="" type="checkbox"/> Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number: 37-0916018

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): SUPPLIERS OF PUBLIC SERVICE EQUIPMENT

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?	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>MICHAEL O'HEERAN</u> Title: <u>PRESIDENT OF OPERATIONS</u> Telephone: <u>800-223-2647 EXT. 135</u> Email: <u>omichael22@aol.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. 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.	X	
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.	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?	N/A	
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?	N/A	
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.)		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	X	

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	5	1										
Professionals	2											
Technicians												
Sales Workers	11	9										
Office & Clerical	8	5						1				
Craft Workers (Skilled)	3	11					1	2	1			
Operatives (Semi-Skilled)	3	1					1					
Laborers (Unskilled)	4	1					3					
Service Workers												
TOTAL	36	28					5	3	1			
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: <u>10/31/2016</u>												

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

Michael O'Herron VP of Operations
Printed Name and Title

OMichael22@aol.com
E-mail Address

11-8-16
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 x NO _____

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

YES x NO _____

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

YES x NO _____

To: City of Urbana

From: Ray OHerron Co, Inc.

Regards: Table Band table C of the affirmative action plan

Date: November 4, 2016

Dear City of Urbana,

Please note that I have found it extremely difficult to fill out Table B and C of the affirmative action plan. The reason behind this is that we are a hands on business. All of my employees, including myself, get involved with every order in some form or another. That being said, not one group or fraction thereof, works solely on Urbana or any other customer's contracts. We all are hands on. We are a family business who thrives on service. We all get involved to make each customer and order a success.

Thank you,

Michael O'Herron

A handwritten signature in black ink, appearing to read "M. O'Herron", with a long horizontal stroke extending to the right.

President of Operations

Ray O'Herron Co, Inc.

3549 N. Vermilion ST

Danville, IL 61832

800-223-2097 ext 135

Affirmative Action Plan

Ray O'Herron Co, Inc.

This is to state that this is the policy of the Ray O'Herron Co, Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance to the civil rights act of 1964. Equal Employment Act of 1972, and all other applicable laws. Ray O'Herron Co, Inc. also works to ensure compliance with the Illinois Fair Employment Practices Act, the Illinois Fair Employment Practices Act, the Illinois Human Rights Act and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training promoting and disciplining without discrimination on the basis of race, color, religion, creed, class, national origin, sex, age, marital status, handicap, sexual preference, family responsibilities, matriculation, political affiliation, or source of income. The Ray O'Herron Co, Inc. has developed procedures to assure this policy is understood and carried out by managerial, administrative and supervisory personnel. Ray O'Herron Co, Inc. will utilize applicants for any job vacancies.

Ray O'Herron Co, Inc. has created a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO officer is Michael O'Herron.

A copy of this statement is posted in the main office at the Ray O'Herron Co, Inc. and will be given to any employee, vendor or subcontractor.

Ray O'Herron Co, Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Ray O'Herron Co, will attempt to recruit in a 50-mile radius encompassing nearby cities in an effort to attract qualified minorities. Michael O'Herron as the EEO officer will monitor applicant data and employee records and job descriptions to assist in its affirmative action efforts.

Sincerely,

Michael O'Herron



November 4, 2016

RAY O'HERRON COMPANY, INC

SEXUAL HARRASSMENT POLICY

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL EMPLOYEE TO REFRAIN FROM SEXUAL HARASSMENT. IT IS THE RIGHT OF EACH INDIVIDUAL EMPLOYEE TO WORK IN AN ENVIRONMENT FREE FROM SEXUAL HARASSMENT.

DEFINITION OF SEXUAL HARRASSMENT

ACCORDING TO THE ILLINOIS HUMAN RIGHTS ACT, SEXUAL HARASSMENT IS DEFINED AS:

- (1) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDIDON OF AN INDIVIUDAL'S EMPLOYMENT
- (2) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISION AFFECTING SUCH INDIVIDUAL.
- (3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATJNG, HOSITLE OR OFFENSIVE WORKING ENVIRONMENT.

THE COURTS HAVE DETERMINED THAT SEXUAL HARASSMENT IS A FORM OF DISCRIMINATION UNDER THE TITLE VII OF THE US CIVILE RIGHTS ACT OF 1964 AS AMENDED IN 1991.

ONE SUCH EXAMPLE IS A CASE WHERE A QUALI11ED INDIVIDUAL IS DENIED EMPWYMENT OPPORTUNITY AND BENEFITS BECAUSE HE/SHE WILL NOT SUBMIT TO SEXUAL ADVANCES OR FAVORS, THAT ARE, INSTEAD, AWARDED TO AN INDIVIDUAL WHO SUBMITS VOLUNTARILY OR UNDER COERCION. ANOTHER EXAMPLE IS WHERE AN INDIVIDUAL MUST SUBMIT TO UNWELCOME SEXUAL CONDUCT JN ORDER TO RECEIVE AN EMPLOYMENT OPPORTUNITY.

OTHER CONDUCT COMMONLY CONSIDERED TO BE SEXUAL HARASSMENT INCLUDES:

VERBAL: SEXUAL INNUENDO, SUGGESTIVE COMMENTS, INSULTS, HUMOR AND JOKES ABOUT SEX ANATOMY OR GENDER SPECIFIC TRAITS, SEXUAL PROPOSITIONS, THREATS, REPEATED REQUESTS FOR DATES OR STATEMENTS ABOUT OTHER EMPLOYEES, EVEN OUTSIDE OF THEIR PRESENCE OF A SEXUAL NATURE.

NON-VERBAL: SUGGESTIVE OR INSULTING SOUNDS, WHISTLING, LEERING, OBSCENE GESTURES, SEXUALLY SUGGESTIVE BODILY GESTURES, "CATCALLS", SMACKING OR KISSING NOISES.

VISUAL: POSTERS, SIGNS, PIN-UP OR SLOGANS OF A SEXUAL NATURE.

PHYSICAL: TOUCHING, UNWELCOME HUGGING, KISSING, PINCHING, BRUSHING THE BODY, COERCED SEXUAL INTERCOURSE OR ACTUAL ASSAULT.

SEXUAL HARASSMENT MOST FREQUENTLY INVOLVES A MAN HARASSING A WOMAN, HOWEVER, IT CAN ALSO INVOLVE A WOMAN HARASSING A MAN OR HARASSMENT BETWEEN MEMBERS OF THE SAME GENDER.

THE MOST SEVERE AND OVERT FORMS OF SEXUAL HARASSMENT ARE EASIER TO DETERMINE. ON THE OTHER END OF THE SPECTRUM, SOME SEXUAL HARASSMENT IS MORE SUBTLE AND DEPENDS TO SOME EXTENT ON THE INDIVIDUAL PERCEPTION AND INTERPRETATION. THE TREND IN THE COURTS IS TO ASSESS SEXUAL HARASSMENT BY A STANDARD OF WHAT WOULD OFFEND A "REASONABLE VICTIM".

AN EXAMPLE OF THE MOST SUBTLE FORM OF SEXUAL HARASSMENT IS THE USE OF ENDEARMENTS. THE USE OF TERMS SUCH AS "HONEY", "DARLING" AND "SWEETHEART" IS OBJECTIONABLE TO MANY WOMEN WHO BELIEVE THAT THESE TERMS UNDERMINE THEIR AUTHORITY AND THEIR ABILITY TO DEAL WITH MEN ON AN EQUAL AND PROFESSIONAL LEVEL

ANOTHER EXAMPLE IS THE USE OF A COMPLIMENT THAT COULD POTENTIALLY BE INTERPRETED AS SEXUAL IN NATURE. BELOW ARE THREE STATEMENTS WHICH MIGHT

BE MADE ABOUT THE APPEARANCE OF A WOMAN IN WORKPLACE:

"THAT'S AN ATTRACTIVE DRESS YOU HAVE ON."

"THAT'S AN ATTRACTIVE DRESS. IT REALLY LOOKS GOOD ON YOU."

"THAT'S AN ATTRACTIVE DRESS-YOU REALLY FILL IT OUT WELL."

THE FIRST STATEMENT APPEARS TO BE SIMPLY A COMPLIMENT. THE LAST IS MOST LIKELY TO BE PERCEIVED AS SEXUAL HARASSMENT, DEPENDING ON INDIVIDUAL PERCEPTIONS AND VALUES. TO AVOID THE POSSIBILITY OF OFFENDING AN EMPLOYEE, IT IS BEST TO FOLLOW A COURSE OF CONDUCT ABOVE REPROACHOR TO ERR ON THE SIDE OF CAUTION.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES.

EACH INDIVIDUAL EMPLOYEE HAS THE RESPONSIBILITY TO REFRAIN FROM SEXUAL HARASSMENT IN THE WORKPLACE.

AN INDIVIDUAL EMPLOYEE WHO SEXUALLY HARASSES A FELLOW WORKER IS LIABLE FOR HIS/HER CONDUCT.

THE HARASSING EMPLOYEE WILL BE SUBJECT TO DISCIPLINARY ACTIONS UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

EACH SUPERVISOR IS RESPONSIBLE FOR MAINTAINING THE WORK PLACE FREE OF SEXUAL HARASSMENT. THIS IS ACCOMPLISHED BY PROMOTING A PROFESSIONAL ENVIRONMENT AND BY DEALING WITH SEXUAL HARASSMENT AS WITH ALL OTHER FORMS OF EMPLOYEE MISCONDUCT.

THE COURTS HAVE FOUND THAT ORGANIZATIONS AS WELL AS SUPERVISORS CAN BE HELD LIABLE FOR DAMAGES RELATED TO SEXUAL HARASSMENT BY A MANAGER, SUPERVISOR EMPLOYEE OR THIRD PARTY A THIRD PARTY MAYBE AN INDIVIDUAL WHO IS NOT AN EMPLOYEE BUT DOES BUSINESS WITH A BUSINESS/ORGANIZATION SUCH

AS CONTRACTOR, CUSTOMER, SALES REPRESENTATIVE OR REPAIR PERSON.

LIABILITY IS EITHER BASED ON AN ORGANIZATION'S RESPONSIBILITY TO MAINTAIN A CERTAIN LEVEL OF ORDER AND DISCIPLINE, OR ON THE SUPERVISOR ACTING AS AN AGENT OF THE ORGANIZATION. AS SUCH, SUPERVISORS MUST ACT QUICKLY AND RESPONSIBLY NOT ONLY TO MINIMIZE THEIR OWN LIABILITY BUT ALSO THAT OF THE COMPANY.

SPECIFICALLY, A SUPERVISOR MUST ADDRESS AN OBSERVED INCIDENT OF SEXUAL HARASSMENT OR A COMPLAINT WITH SERIOUSNESS, TAKE PROMPT ACTION TO INVESTIGATE IT, REPORT IT, END IT, IMPLEMENT APPROPRIATE DISCIPLINARY ACTION AND OBSERVE STRICTEST CONFIDENTIALITY. THIS ALSO APPLIES TO CASES WHERE AN EMPLOYEE TELLS THE SUPERVISOR ABOUT BEHAVIOR CONSIDERED SEXUAL HARASSMENT BUT DOES NOT WANT TO MAKE A FORMAL COMPLAINT.

IN ADDITION, SUPERVISORS MUST ENSURE THAT NO RETALIATION WILL RESULT AGAINST AN EMPLOYEE MAKING A SEXUAL HARASSMENT COMPLAINT.

THE COMPANY'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER IS TO BE AVAILABLE TO CONSULT WITH SUPERVISORS ON THE PROPER PROCEDURES TO FOLLOW. PROCEDURES FOR FILING A COMPLAINT

AN EMPLOYEE WHO EITHER OBSERVES OR BELIEVES HE/SHE IS THE OBJECT OF SEXUAL HARASSMENT, SHOULD DEAL WITH THE INCIDENT AS DIRECTLY AND FIRMLY AS POSSIBLE BY CLEARLY COMMUNICATING HIS/HER POSITION TO THE SUPERVISOR, EEO OFFICER AND OFFENDING EMPLOYEE.

THE FOLLOWING STEPS MAY ALSO BE TAKEN: DOCUMENTATION OF EACH INCIDENT, NOTING CONVERSATION, ACTIONS, DATE, TIME, LOCATION. DIRECT COMMUNICATION SHOULD BE ACCURATE AND TRUTHFUL.

NO RETALIATION AGAINST COMPLAINTANT OR WITNESS WILL BE ALLOWED EVEN IF A

COMPLAINT IS MADE AND SUBSTANTIATED COMPLETELY.

THE PROCESS FOR MAKING A COMPLAINT FALLS INTO FOLLOWING STAGES:

DIRECT COMMUNICATION - IF THERE IS SEXUALLY HARASSING BEHAVIOR IN THE WORKPLACE, THE HARASSED EMPLOYEE SHOULD DIRECTLY AND CLEARLY EXPRESS HIS/HER OBJECTIONS THAT THE CONDUCT IS UNWELCOME AND REQUEST THE OFFENDING BEHAVIOR STOP. THE INITIAL MESSAGE MAY BE VERBAL AND IF SUBSEQUENT MESSAGES ARE NEEDED, THEY SHOULD BE PUT IN WRITING.

CONTACT WITH SUPERVIORY PERSONNEL AT THE SAME TIME AS THE DIRECT COMMUNICATION OR IF EMPLOYEE FEELS THREATENED OR INTIMIDATED BY SITUATION. THE PROBLEM MUST BE PROMPTLY REPORTED TO THE IMMEDIATE SUPERVISOR OR EEO OFFICER. IF THE HARASSER IS IMMEDIATE SUPERVISOR, THE REPORT SHOULD BE TAKN A STEP HIGHER.

FORMAL WRITTEN COMPLAINT SHOULD BE GIVEN DIRECTLY TO EEO OFFICER OR MOST SENIOR MANAGEMENT PERSONNEL FOR FULL INVESTIGATION.

IT IS HOPED MOST SEXUAL HARASSMENT COMPLAINTS CAN BE SETTLED WITHIN THE COMPANY. HOWEVER, A COMPLAINTANT HAS THE RIGHT TO CONTACT THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR) OR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) WITH A FORMAL COMPLAINT. COMPLAINTS MUST BE FILED WITHIN 180 DAYS TO IDHR AND 300 DAYS TO EEOC.

ANY COMPLAINTANT WHO IS SUDDENLY TRANSFERRED TO A LOWER PAYING JOB OR PASSED OVER FOR A PROMOTION AFTER FILING A SEXUAL HARASSMENT COMPLAINT, MAY FILE A RETALIATION CHARGE WITHIN 180 DAYS TO IDHR AND 300 TO EEOC.

A COMPLAINTANT WHO HAS BEEN PHYSICALLY HARASSED OR THREATENED WHILE ON THE JOB MAY ALSO HAVE GROUNDS FOR CRIMINAL CHARGES OF ASSAULT AND BATTERY.

FALSE AND FRIVOLOUS COMPLAINTS

FALSE AND FRIVOLOUS CHARGES REFER TO CASES WHERE THE ACCUSER IS USING A SEXUAL HARASSMENT COMPLAINT TO ACCOMPLISH SOME OTHER PURPOSE THAN STOPPING SEXUAL HARASSMENT. GIVEN THE SERIOUSNESS OF THE CONSEQUENCES FOR THE ACCUSED, A FALSE AND FRIVOLOUS CHARGES IS AS SEVERE OFFENSE AS HARASSMENT AND CAN LEAD TO DISCIPLINARY ACTIONS.

ADMINISTRATIVE CONT ACTS

ILLINOIS DEPT OF HUMAN RIGHTS

ILLINOIS HUMAN RIGHTS COMMISSION

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

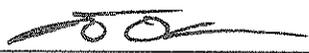
LOCAL EEOC

LABOR RELATIONS

I, MICHAEL O'HERRON , AFFIRM THAT I HAVE READ,

UNDERSTAND AND HAVE RECEIVED A COPY OF THE SEXUAL HARASSMENT POLICY FOR

RAYO'HERRON COMPANY, INC. ON _____.

SUPERVISOR SIGNATURE  _____.

EEO OFFICER



Employee Checklist

Outcomes: *We strive for a welcoming work environment this procedure will facilitate the individual can begin training for their new position immediately and feel "settled in" on their first day.*

Employment Checklist

- New employee's Resume or a sign application.
- Employment Offer Letter.
- Job Description if position warrants one.
- Employee Handbook

Go over Employee Handbook with the individual.

Confirm start date, time, place to park and dress code, etc.

Remind employee to complete all paperwork, except insurance, before the first day of work.

Remind employee there is a 90 Day Probationary Period before benefits begin.

- Non-Disclosure Agreement.
- I-9 Employment Eligibility Verification (Must include a copy of Social Security Card and Driver's License or State ID.
- Federal W-4 Withholding Allowance Certificate.
- State (Illinois) W-4 Withholding Allowance Certificate.
- Insurance (Although this paperwork doesn't have to be completed before they can start working, a quick response reduce the transition time for coverage)

Health Insurance – Blue Cross and Blue Shield (Employee only pays 35% of premium)

Dental – Guardian

Life – Guardian (The company pay for employee \$25,000.00 Basic Life Insurance

Voluntary Life – Guardian (You can purchase additional coverage for you and your family)

Short Term Disability – Guardian (The company provides you with Short Term Disability Insurance)

Additional Disability Insurance – Illinois Mutual (An AFLAC style disability coverage)

- 401(k) – Clifton Larson Allen (The company offers matching one to one up to 3% contribution and .5% matching for each full percent above three not to exceed 4% matching)

First Day of Work

- Assign an employee Email _____@oherron.com, and phone extension, add to relevant lists.
- Arrange for lunch and break times with coworkers. Keep in mind, we are here to serve our customers and need to be staffed accordingly at all times.
- Arrange for a Company-wide tour and employee introduction.
- Clean the work area, and set up cube/office space with supplies.