

<p align="center"> 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: 3M Company		
d/b/a:		
Address: 2501 Hudson Road		
City/State/Zip: St. Paul, MN 55144		
Telephone Number(s) include area code:		
Check one of the following :		
Corporation	<input checked="" type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
FEI Number: 41-041775	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): Manufacturing		
4. Project on which your company is bidding: PO #060-00292220		
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>Douglas D. Molitor, Ph. D.</u> Title: <u>EEO/AA Manager</u> Telephone: <u>651-737-4872</u> Email: <u>dmolitor@mmm.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO 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?	X	
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?	X	
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	

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, doorkkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

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)

Lori Swanson
Signature

Lori Swanson, EEO/AA Compliance Analyst

Printed Name and Title

lswanson@mmm.com

E-mail Address

4/18/17

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 _____

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												
TOTAL												
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: _____												

Please see Attachment A



**Attachment A
CONFIDENTIAL**

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Grand Total	American Indian/ Alaska Native		Asian		Black		Hispanic		Native Hawaiian/ Oth Pac Island		Two or more races		White	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	5509	22	4	174	116	93	63	149	77	3		16	8	3264	1520
Professionals	10640	23	20	621	325	197	152	189	179	6	5	57	35	5632	3199
Technicians	788	2	1	42	20	31	10	40	10			5	1	482	144
Sales Workers	1668	6	1	20	14	70	17	79	35	1		8	5	1023	389
Office & Clerical	944		4	8	21	15	38	12	39	2		3	3	110	689
Craft Wkrs (Skilled)	2008	20		39		27	2	64	1	4		6	1	1820	24
Operatives (Semi-Skilled)	13194	79	27	491	403	835	243	672	383	10	8	68	17	7012	2946
Laborers (Unskilled)	334	1	3	1		12	5	10	17		1	1		176	107
Service Wkrs	220		1	1	1	2	4	7	1					113	90
Total	35305	153	61	1397	900	1282	534	1222	742	26	14	164	70	19632	9108

Date of above Data: 03/31/2017



**Attachment B
CONFIDENTIAL**

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	28	11			1		1	1
Professionals	5	11	1			1	3	2
Technicians								
Sales Workers								
Office & Clerical		1						
Craft Wkrs (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Wkrs								
Total	33	23	1	0	1	1	4	3

Date of above Data: 03/31/2017

**Attachment C
CONFIDENTIAL**

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	375	180	41	31	95	89	14	15
Professionals	615	448	119	73	525	427	121	84
Technicians	68	12	13	4	36	23	17	9
Sales Workers	123	45	15	10	116	68	15	17
Office & Clerical	32	130	4	23	15	51	5	9
Craft Wkrs (Skilled)	182	2	22	0	132	2	17	0
Operatives (Semi-Skilled)	1284	697	303	149	1245	651	346	238
Laborers (Unskilled)	72	79	11	17	194	129	17	15
Service Wkrs	10	10	1	1	4	1	1	0
Total	2761	1603	529	308	2362	1441	553	387

Date of above Data: 01/1/2017 - 12/31/2017

The data includes retirement and long term disability

Equal Employment Opportunity (EEO) and Affirmative Action (AA)



Applies To	All regular full-time and regular part-time U.S. employees and applicants for U.S. employment.
Introduction & Background	3M believes that successfully managing diversity in the work force is essential to the future competitive position of the company. To help us achieve this objective, we have implemented and now reaffirm our support for the company's equal employment opportunity (EEO) and affirmative action (AA) policies and programs.
Policy Statement	<p>Overall responsibility for compliance with this document is assigned to the Chief Diversity Officer, Talent Acquisition & Inclusion personnel, and all supervisors and hiring managers.</p> <p>3M prohibits all forms of discrimination or harassment against applicants, employees, vendors, contractors, or customers on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, pregnancy, genetic information, sexual orientation, marital status, citizenship status, status with regards to public assistance, gender identity/expression, membership or activity in a local human rights commission, or any other reason prohibited by law.</p> <p>3M's EEO and AA standard and programs include the auditing, reporting, and monitoring necessary to ensure equal opportunities for qualified minorities, women, protected veterans, and individuals with disabilities, and also provide reasonable accommodation to individuals with disabilities, including disabled veterans. Progress reports on affirmative action are received/reviewed by the CEO.</p> <p>These policies and programs require that employment decisions be based on valid job requirements, and extend to all terms and conditions of employment, including, but not limited to, recruitment, selection, compensation, training, promotion, and benefits. And with respect to discrimination and harassment, all 3M employees must know and understand that consistent with our policies, 3M will not tolerate this behavior, meaning that any violation will be met with the appropriate company response, up to and including termination of employment.</p> <p>3M also prohibits all forms of retaliation – including harassment, intimidation, threats, coercion, or discrimination – against any individual because such individual has: (1) filed a complaint; (2) assisted or participated in an investigation, compliance evaluation, hearing, or other activity related to the administration of federal EEO and AA requirements; (3) opposed any act or practice made unlawful by these requirements; or (4) exercised any other right protected by these requirements.</p>
Additional Elements	If you believe you have been or are being harassed or discriminated against in violation of 3M's EEO policies, please contact your supervisor, manager, or 3M Human Resources Representative. Complaints can also be made by contacting the 3M Business Conduct Helpline at 1-800-243-0857 (operated by EthicsPoint), or by visiting the Business Conduct & Policy Center.
Related Information	Code of Conduct Principles - BE GOOD: Compliance, BE RESPECTFUL: Respectful Workplace Invitation to Self-Identify: Race/Ethnicity, Disability, Veteran
For Further Information	To view the affirmative action program for protected veterans and individuals with disabilities, please contact the Office of Diversity and Inclusion during normal business hours at 651-737-4872 to make viewing arrangements.
Issue Date	January 1, 2017

Inge G. Thulin
Chairman of the Board, President and Chief Executive Officer

Respectful Workplace Principle

Principle Statement:

Everyone is entitled to respectful treatment in the 3M workplace. Being respected means being treated honestly and professionally, with each person's unique talents, background, and perspectives valued. A respectful workplace is free from unlawful discrimination and harassment, but it involves more than compliance with the law. It is a work environment that is free of inappropriate or unprofessional behavior and consistent with 3M's ethics and values – a place where everyone can do his or her best, and where people are free to report workplace concerns without fear of retaliation or reprisal.

Purpose:

This Principle helps to ensure that people are treated with dignity and respect in the 3M workplace. It also reinforces 3M's commitment to compliance with laws prohibiting discrimination, harassment, and reprisal.

This Principle applies globally to all employees and may apply to those acting on behalf of 3M. See the Compliance Principle for information on when a third party might be covered by the Code of Conduct Principles. This Principle applies to all locations and situations where 3M business is conducted.

Additional Guidance:

What it means

Respectful Work Environment

3M's goal is to have a work environment that reflects and values the best in everyone, where people treat each other respectfully and professionally, and where individual differences are valued. Any harassment or unprofessional or inappropriate behavior, even if not illegal, interferes with that goal and will not be tolerated. Unlawful discrimination is also prohibited. This Principle applies in the workplace and to outside activities and interactions that can affect the workplace, such as work events and other 3M-sponsored activities.

Global Company, Global Standard

As a global company, 3M operates in a complex and varied global environment. But wherever 3M does business, the Company operates under the Ethical Business Conduct Principle to ensure the highest standards of ethics and integrity and protect 3M's reputation. That Principle provides a common set of values to guide actions and decisions not covered by a specific policy or rule. That Principle asks three questions:

- Is this action consistent with 3M's corporate values of uncompromising honesty and integrity?
- Can this action withstand public scrutiny?
- Will this action protect 3M's reputation as an ethical company?

Employees should consider these questions when deciding whether an action meets the standards of this Principle.

Policy Against Unlawful Discrimination

3M prohibits all forms of illegal discrimination against applicants, employees, contractors, or anyone doing business with 3M. The discrimination laws vary by country, but may prohibit discrimination based on race, color, age, gender, national origin, disability, religion, sexual orientation, marital status, pregnancy, or genetic information, as well as other protected classifications.

Policy Against Harassment

Harassment is prohibited by this Principle. Harassment is unwelcome conduct toward an individual that creates an intimidating, hostile, or offensive work environment and that:

- Is due to personal traits such as age, disability, marital status, national origin, race or color, religion, sex, sexual orientation, or gender identity; and
- Causes work performance to suffer or negatively affects job opportunities.

Harassment is against the law in the United States and many other countries. Examples of harassment that may violate the law and will violate this Principle include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on personal traits such as age, disability, marital status, national origin, race or color, religion, sex, sexual orientation, or gender identity.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as offensive pictures, cartoons, drawings, or gestures.

Sexual Harassment

Sexual harassment is a form of harassment that is based on a person's gender or that involves a request or demand for sexual favors by someone in authority, where the demand is tied to hiring, promotion, termination, or any other condition of employment. Although having a consensual romantic relationship with another 3M employee is not harassment, harassment may occur if either person in the relationship engages in workplace conduct that is inappropriate or unwelcome. Employees in consensual romantic relationships must also comply with the 3M Conflict of Interest Principle.

Every 3M employee has a role to play in achieving a respectful workplace

A respectful workplace requires the participation of all employees. Remember:

- 3M expects respectful and professional behavior at all times, no matter the situation. Be sensitive to how others may perceive your actions and remember that your actions reflect on you and 3M.
- This Principle applies to activities and interactions outside of work that can affect the workplace, including business entertainment, team building outings, conferences, and other meetings and activities relating to 3M business. Venues and activities where 3M business is conducted should be professional, appropriate, and consistent with 3M's values and reputation.
- We are all human, and sometimes we make mistakes. In some cases, a person may make a comment or do something that was not intended to offend, but it has that effect. Treating each other with respect means being honest and open enough to let a colleague know if you have been hurt or offended. Respect also means that if a colleague tells you that you have done something to offend, you should respond in a respectful fashion and treat that colleague respectfully in the future. That type of respectful dialogue may address many situations, but if you need help dealing with inappropriate workplace behavior, you should contact 3M Human Resources for assistance.

How to Report a Violation

Most reports of suspected violations of this Principle are made to 3M Human Resources. Employees can contact their assigned Human Resources Manager, or go to someone higher in the Human Resources organization. Employees can also use any of the additional reporting options listed in the "Report Concerns or Ask Questions" section of the Compliance & Business Conduct website or the Reporting Employee Concerns Policy, if they prefer.

How 3M Will Respond

Investigation and Response

For any report or complaint of discrimination, harassment, or other violation of this Principle, 3M will review the concerns and may conduct an investigation. Where there has been a violation of the Principle, 3M will take appropriate action to correct the situation and try to avoid future violations. In appropriate cases, 3M may take disciplinary action, up to and including termination, against those violating this Principle.

3M will inform parties about the status of review of their complaints. To respect the privacy and confidentiality of all people involved, 3M may not share specific details of the discipline or other action taken.

3M Management Responsibility

Every 3M supervisor and manager is responsible for ensuring that 3M provides a respectful workplace. This includes ensuring that complaints of discrimination, harassment, or inappropriate or unprofessional behavior are handled properly and effectively, in partnership with Human Resources. See the Employee Obligation and Reporting Principle for information on resources for making such reports.

Retaliation is Prohibited

This Principle strictly prohibits any retaliation against anyone who reports a concern about discrimination, harassment, or other violation of this Principle.