

<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@urbanaillinois.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: Feutz Contractors, Inc.

d/b/a:

Address: 1120 N. Main St. PO Box 130

City/State/Zip: Paris, IL 61944

Telephone Number(s) include area code: 217-465-8402

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: 370797609	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):** Construction Contracting

**4. Project on which your company is bidding:** n/a

**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>Brian S. Blair</u> Title: <u>Secretary-Treasurer &amp; EEO Officer</u> Telephone: <u>217-465-8402</u> Email: <u>brian@feutz.us</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?	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? <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	

## 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	Please see the attached Report for the Pay Period Ending 12/9/17											
Professionals												
Technicians	Since we have minimal job time with most employees currently											
Sales Workers	laid off, I am also including the YTD EEO Report which has the											
Office & Clerical	information for YTD through 12/9 and also shows the prior year's											
	totals.											
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> <u>12/13/2017 and YTD</u>												

# PR Department of Labor EEO-1 Report

**Company: 1 Feutz Contractors, Inc.**

Job Categories	Number of Employees (Report employees in only one category)														Total Col A - N
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												
			Male						Female						
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Officials and Managers	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Professionals	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Technicians	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Office and Clerical	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Craft Workers (Skilled)	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15
Operatives (semiskilled)	0	0	15	0	0	0	0	1	0	0	0	0	0	0	16
Laborers (unskilled)	0	0	11	0	0	0	0	1	0	0	0	0	0	0	12
<b>Total</b>	0	0	49	0	0	0	0	4	0	0	0	0	0	0	53
<b>Previous Year Total</b>	2	0	105	5	0	0	1	0	13	0	0	0	0	0	126

Date(s) of payroll period used: 12/09/17-12/09/17 (Omit on the Consolidated Report.)

# PR Department of Labor EEO-1 Report

**Company: 1 Feutz Contractors, Inc.**

Job Categories	Number of Employees (Report employees in only one category)														Total Col A - N
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												
			Male						Female						
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Officials and Managers	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Professionals	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Technicians	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Office and Clerical	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Craft Workers (Skilled)	1	0	32	3	0	0	0	0	0	0	0	0	0	0	36
Operatives (semiskilled)	0	0	39	1	0	0	0	2	0	0	0	0	0	0	42
Laborers (unskilled)	2	0	47	4	0	0	0	3	1	0	0	1	0	0	58
Laborers TRAINEE (Unskilled)	0	1	3	1	0	0	0	5	0	0	0	0	0	0	10
<b>Total</b>	<b>3</b>	<b>1</b>	<b>129</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>156</b>
<b>Previous Year Total</b>	2	0	105	5	0	0	1	0	13	0	0	0	0	0	126

Date(s) of payroll period used: 01/01/17-12/09/17 (Omit on the Consolidated Report.)

**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		N/A						
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		N/A *						
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

\* Our payroll software does not have a report to generate this information. We are a union contractor that works across East Central Illinois and West Central Indiana and employees routinely come and go on different jobs weekly. It would be extremely time consuming to have our payroll clerk go back through our records to come up with this information.

## 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).

B.S.B.  
Signature

Brian S. Blair, Sec-Treas  
Printed Name and Title

brian@feutzcontractors.com  
E-mail Address

12/13/2017  
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.



# SECTION 1

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

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*EEO MEMO*

*AFFIRMATIVE ACTION PLAN*

*AFFIRMATIVE ACTION POLICY*

*COMPLAINT PROCEDURE*

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**FEUTZ CONTRACTORS, INC.**  
**GENERAL CONTRACTORS SINCE 1925**  
 P.O. Box 130  
 PARIS, ILLINOIS 61944  
 (217) 465-8402  
 FAX (217) 463-2256  
 AN EQUAL OPPORTUNITY EMPLOYER



# MEMO – EEO POLICY

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**TO:** ALL EMPLOYEES  
**FROM:** John S. Blair, Chairman & CEO  
**DATE:** January 1, 2016  
**RE:** EQUAL EMPLOYMENT OPPORTUNITY POLICY & EEO OFFICER APPOINTMENT

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It is the policy of Feutz Contractors, Inc. to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability or veteran status. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/ or on-the-job training..

This company seeks to ensure compliance with the Civil Rights Act of 1964, as amended, the Federal Highway Act of 1968, the Executive Order 11246 and 11375, the Indiana Civil Rights Act, FHWA 1273, and other Federal and State Laws and Regulations pertaining to Equality of Opportunity and Affirmative Action Policies. Anyone who believes he or she has been discriminated against should report this fact promptly to the EEO Officer.

Our company is committed to leadership within the community, and to put forth maximum efforts to achieve full employment and utilization of capabilities and productivity of all qualified individuals without regard to race, religion, sex, color, national origin, age, disability or veteran status.

This company further recognizes that the effective application of a policy of Equal Employment Opportunity involves more than just a policy statement, and is committed to the promotion of Affirmative Action.

Brian S. Blair has been appointed Equal Employment Opportunity Officer for Feutz Contractors, Inc. In addition, Nick Hutchings has been appointed as Assistant. EEO Officer. It is the responsibility of the EEO Officer and his assistants to ensure that all applicants for employment, and employees on the job, receive equality of opportunity in all aspects of their employment and treatment with this firm. The EEO Officer and his assistants will handle all complaints, which allege discrimination because of race, color, religion, sex, national origin, age, disability or veteran status.

The EEO Officer and/or the Assistant EEO Officers may be contacted at the address and phone number above or by email at the following:

EEO Officer	Brian S. Blair	<a href="mailto:brian@feutzcontractors.com">brian@feutzcontractors.com</a>
Asst. EEO Officer	Nick Hutchings	<a href="mailto:nick.hutchings@feutzcontractors.com">nick.hutchings@feutzcontractors.com</a>

  
 John S. Blair, Chairman & CEO

# AFFIRMATIVE ACTION PLAN

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This is to state that it is the policy of Feutz Contractors, Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, FHWA 1273, and all other applicable laws.

Feutz Contractors, Inc. also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without discrimination on the basis of race, religion, sex, color, national origin, age or disability. Feutz Contractors, Inc. has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. Feutz Contractors, Inc. will utilize referrals from any Equal Employment Opportunity Organization regarding minority or female applicants for any job vacancies.

**ASSIGNMENT OF RESPONSIBILITY:** Feutz Contractors, Inc. has undertaken a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO Officer or person designated for monitoring the company's Affirmative Action Program is Brian S. Blair. The following employee had been appointed as an assistant EEO Officer: Nick Hutchings.

**PROCEDURES FOR DISSEMINATING POLICY:** A copy of this statement is posted in the main office at 1120 North Main Street in Paris, Illinois and will be given to any employee, vendor or subcontractor.

**UTILIZATION ANALYSIS:** Feutz Contractors, Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Feutz Contractors, Inc. will attempt to recruit in a 50-mile radius encompassing nearby cities in an effort to attract qualified minorities.

**GOALS AND TIMETABLES:** Feutz Contractors, Inc. will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

**SYSTEM FOR MONITORING COMPLIANCES AND RECRUITMENT OF WORKFORCE:** When adding new employees, the policy of Feutz Contractors, Inc. is to utilize qualified minorities and females. If one is not available, any qualified help is then used. If normal employment sources are not able to meet these goals, attempts will be made to use other sources and/or attempts will be made to increase the minority and female representation in the employment sources. Feutz Contractors, Inc. supports EEO programs.

**SYSTEM OF RECORDS AND ANNUAL SUMMARY:** Feutz Contractors, Inc. will monitor applicant data, employee's records and job descriptions to assist in its affirmative action efforts.

Sincerely,



Brian S. Blair  
EEO Officer  
January 1, 2016

# AFFIRMATIVE ACTION POLICY

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## I. PURPOSE

The policy outlined below was developed to assure compliance with the CIVIL RIGHTS ACT OF 1964, EXECUTIVE ORDERS 11246, 11375, FHWA 1273, THE ILLINOIS FAIR EMPLOYMENT PRACTICES ACT, LOCAL AGENCY REQUIREMENTS, and all other subsequent orders of legislation that pertains to equal employment opportunity.

## II. GENERAL PROVISIONS

To implement this equal employment policy, FEUTZ CONTRACTORS, INC. will take the following actions:

1. Not to discriminate, and to take affirmative action to assure equal employment opportunity on the contract work without regard to race, religion, sex, color, national origin, age or disability.
2. To include these requirements in every subcontract of \$10,000 or more (not including contracts for supplying material).
3. To accept the prepared policy statements as operating policy.
4. To name an equal employment officer.
5. To make staff who are responsible for personnel cognizant of the equal employment opportunity policy and active in its implementation.
6. To hold periodic meetings with supervisor and personnel employees before start of work, and not less often than once every six months, to review policy and its implementation.
7. To give indoctrination to all new supervisory and personnel employees within thirty days of initial employment.
8. To instruct all employees engaged in direct recruitment in the firm's methods of locating and hiring minorities.
9. To make the policy known to all employees, prospective employees, and sources of employment.
10. To post notices of the firm's policy in areas readily accessible to employees and potential employees.
11. To bring the firm's policy and its implementation to the attention of all employees.
12. To include in advertisements for employees (when advertising) "An Equal Opportunity Employer" notation.
13. To put ads (when used) in newspapers having a large circulation in minority group areas from which employees would normally be derived.
14. To conduct recruitment through public and private referral sources likely to yield qualified minority applicants, including state employment agencies, schools, and minority organizations (unless precluded by valid bargaining agreement).
15. To identify sources of potential minority group employees and to establish procedures under which applicants from these sources may be referred to Feutz Contractors, Inc.

16. To encourage employees to refer minority group applicants by posting notices and by discussing procedures with them.
17. To take action on wages, working conditions, and personnel matters of every type without regard to race, religion, sex, color, national origin, age, disability or veteran status.
18. To conduct periodic inspections of job sites to ensure that working conditions and facilities do not indicate discriminatory treatment.
19. To check spread of wages within classification to guard against discrimination.
20. To review selected personnel actions in depth to detect and correct discrimination.
21. To investigate all complaints and resolve or take corrective actions where necessary and inform the complainant of all avenues of appeal.
22. To assist in locating, qualifying and increasing skills of minority employees and applicants.
23. To make full use of pre-apprenticeship, apprenticeship, and on-the-job training programs in the area of contact (consistent with manpower requirements and regulations under law).
24. To advise employees and applicants of available training programs and entrance requirements.
25. To review training and promotion potential of minority employees and to encourage eligible employees to apply for training and promotion.
26. To use best efforts to obtain cooperation of unions to get them to refer minorities.
27. To use best efforts to develop joint training programs with unions to increase skills of minority group employees.
28. To use our best efforts to incorporate an equal employment opportunity clause in all union agreements as a means to bind unions to refer applicants without regard to race, religion, sex, color, national origin, age, disability or veteran status.
29. To fill employment vacancies (when union is unable to refer applicants within time limit set forth in union agreement) through recruitment procedures without regard to race, religion, sex, color, national origin, age, disability or veteran status, making full efforts to obtain qualified minority persons.
30. To use best efforts to utilize minority subcontractors or subcontractors having meaningful representation of minorities.
31. To keep such records as are necessary to determine compliance with equal employment opportunity obligations

# COMPLAINT PROCEDURE

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Any person who believes that he or she as a member of a protected class, has been discriminated against based on race, color, national origin, gender, age, disability, religion, low income status, or Limited English Proficiency in violation of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of FEUTZ CONTRACTORS, INC. to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found online at the addresses shown on the following page, or by requesting a form from the EEO Officer. Individuals are not required to use the company's complaint form. If necessary, the company will help an individual reduce his or her complaint to writing for his or her signature.

Generally a complaint should include the name, address and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

Complaints should be directed to:

BRIAN BLAIR, EEO OFFICER  
PO BOX 130  
PARIS, IL 61944  
217-465-8402 FAX 217-463-2256  
[brian@feutzcontractors.com](mailto:brian@feutzcontractors.com)

Within 60 days of the receipt of the complaint the company will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The company will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with any of the government agencies listed on the following page as may be appropriate for your location:

IN INDIANA	IN ILLINOIS
Indiana Department of Transportation Economic Opportunity Division 100 N. Senate, Room N750 Indianapolis, IN 46204 Phone: (317) 233-6511 Fax: (317) 233-0891	Illinois Department of Human Rights Intake Unit 222 South College, Room 101-A Springfield, IL 62704 Phone: (217) 785-5100 TTY: (866) 740-3953 Fax (217) 785-5106
Indianapolis District EEOC Office 101 West Ohio Street, Ste 1900 Indianapolis, IN 46204 Phone: (800) 669-4000 Fax: (317) 226-7953 TTY: 1 (800) 669-6820	Illinois District EEOC Office 500 West Madison Street Ste 2000 Chicago, Illinois 60661 Phone: (800)-669-4000 Fax: (312)-869-8220 TTY: 1 (312)-869-8001
Indiana Civil Rights Commission 100 N. Senate Ave., Room N103 Indianapolis, IN 46204 Toll Free: 1 (800) 628-2909 Phone: (317) 232-2600 Fax: (317) 232-6560 TTY: 1 (800) 743-3336	Illinois Human Rights Commission William G. Stratton Building Ste 802 Springfield, IL 62706 Phone: (217)-785-4350 Fax: (217)-524-4877 TTY: (217)-524-4877

**COMPLAINT FORMS ARE AVAILABLE ON MANY GOVERNMENT WEBSITES AND THESE ARE BUT A FEW:**

<http://www.in.gov/indot/files/ExternalDiscrimComplaint.pdf>

<http://www.hhs.gov/ocr/civilrights/complaints/complaintformpackage.pdf>

<http://www2.illinois.gov/dhr/FilingCharge/Pages/Employment.aspx>



# SECTION 2

## SEXUAL HARASSMENT POLICY

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*SEXUAL HARASSMENT MEMO*  
*SEXUAL HARASSMENT POLICY*

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**FEUTZ CONTRACTORS, INC.**  
**GENERAL CONTRACTORS SINCE 1925**  
P.O. Box 130  
PARIS, ILLINOIS 61944  
(217) 465-8402  
FAX (217) 463-2256  
AN EQUAL OPPORTUNITY EMPLOYER



## MEMO – SEXUAL HARASSMENT POLICY

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TO: ALL EMPLOYEES  
FROM: Brian S. Blair, EEO Officer  
DATE: January 1, 2016  
RE: SEXUAL HARASSMENT POLICY

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Feutz Contractors, Inc. will endeavor to ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which the company's employees are assigned to work. We shall specifically ensure that all foremen, superintendents, and other supervisory personnel are aware of and carry out the obligations of Feutz Contractors, Inc. to maintain such a working environment, with specific attention to minority or female individuals.

We ask that you read this section of the Company Handbook with care, abide by our Policy, and convey this information to all employees under your supervision.

Feutz Contractors, Inc. will not tolerate any type of sexual harassment, no matter how insignificant or innocent the incident may seem to you. It is therefore very important that you watch your language and your actions . . . IT COULD MEAN YOUR JOB! There will be no exceptions to our policy.

As the EEO Officer at Feutz Contractors, Inc., I will receive, IN CONFIDENCE, reports of unwanted sexual harassment. Upon receipt of such a charge, an investigation will be made. If the charge is deemed to have merit, the offending employee will be subject to discipline, including the possibility of discharge.

The definition of "Sexual Harassment" is very broad and the liability of the employer extends to agents, supervisory employees, other employees and in some instances, non-employees regardless of knowledge or any other mitigating factor.

# SEXUAL HARASSMENT POLICY

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## *RIGHTS & RESPONSIBILITIES*

It is the policy of Feutz Contractors, Inc. to strictly prohibit any conduct which constitutes sexual harassment, and to discipline any employee guilty of committing such conduct up to and including discharge. It is the responsibility of each individual employee to refrain from sexual harassment; and it is the right of each individual employee to work in an environment free from sexual harassment.

### I. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome or improper sexual advances, requests for sexual favors and any other conduct of a sexual nature (including sexually explicit language, jokes, etc.). An employee is being sexually harassed when:

33. The employee must submit to sexual harassment as an implicit condition of employment.
34. The employee rejects advances and risks losing a job, promotion, privileges or benefits, whereas the employee who submits gains favors and advantages.
35. The employee's job performance is interfered with as a result of sexual harassment, or the work atmosphere becomes hostile or intimidating.

### III. EXAMPLES OF SEXUAL HARASSMENT

One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

1. Verbal: Sexual innuendoes, 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.
2. Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
3. Visual: Posters, signs, pin-ups or slogans of a sexual nature.
4. Physical: Touching, unwelcome hugging, or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

### IV. SUBTLE VS OVERT SEXUAL HARASSMENT

The most severe and overt forms of sexual harassment are easier to determine. Some sexual harassment, however, is subtler and depends to some extent on individual perception and interpretation.

An example of the subtlest 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 that might be made about the appearance of a woman in the workplace:

1. "That's a pretty dress you have on."
2. "That's a pretty dress. It really looks good on you."
3. "That's a pretty dress. You really fill it out well."

The first statement is simply a compliment. The last is most likely to be perceived as sexual harassment.'

## V. RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Every employee has the responsibility to refrain from sexual harassment in the workplace.

Any employee who sexually harasses a fellow worker will be held liable for his or her individual conduct, and will be subject to disciplinary action up to and including discharge.

## VI. RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace 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.

This company as well as our supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (such as a subcontractor, sales representative, or repairperson).

Supervisors must act quickly and responsibly to correct such behaviors so as to minimize company liability as well as their own personal liability.

Specifically, supervisors must address any observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, implement appropriate disciplinary action, and observe strict 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.

Supervisors must also ensure that no retaliation will result against an employee making a sexual harassment complaint.

Our company's Equal Employment Opportunity (EEO) Officer is available to consult with supervisors on the proper procedures to follow.

## VII. PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with this incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, EEO Officer and offending employee. A complaint of sexual harassment will be investigated even if the person being sexually harassed is not the person making the complaint.

If an incident of sexual harassment occurs or is observed, the company suggests documenting or recording each incident as to what was said or done, the date, the time, and the place. Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

The process for making a complaint about sexual harassment falls into several stages:

1. **Direct Communication**. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. **Contact with Supervisor Personnel**. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the EEO Officer.

3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.

4. Resolution outside the Company. It is hoped that most sexual harassment complaints and incidents can be resolved within our Company. However an employee has the right to contact the Illinois Department of Human Rights (IDHR), Indiana Civil Rights Commission (ICRC), or Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

## VIII. RETALIATION

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

An employee, after filing a complaint with IDHR or EEOC, may file a retaliating charge within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

## IX. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith, which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action, up to and including discharge for the accuser.

## X. COMPANY EEO OFFICER(S)

### **Brian S. Blair**

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### **Nick Hutchings**, Assistant

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## XI. ADMINISTRATIVE CONTACTS

### Illinois Department of Human Rights

1. Springfield (217) 785-5100
2. Chicago (312) 814-6200

### Indiana Civil Rights Commission

3. Indianapolis (800) 628-2909

### Illinois Human Rights Commission

4. Springfield (217) 785-4350
5. Chicago (312) 814-6269

### Equal Employment Opportunity Commission

6. Chicago (312) 353-2713  
(800) 669-3362
7. Indianapolis (800) 669-4000