

<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: *Hoew Construction, Inc.*

d/b/a:

Address: *1416 County Road 200 N*

City/State/Zip: *Goodfield, IL 61742*

Telephone Number(s) include area code:

Check one of the following

Corporation	<input checked="" type="checkbox"/> Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number: *37-1319433*

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): *underground construction*

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>Max P. Hoerr II</u> Title: <u>President</u> Telephone: <u>309-691-6653</u> Email: <u>mhoerr@hoerr.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?	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	

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

*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.

we do not have a current job for the City of Urbana

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	1							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	5				2			
Laborers (Unskilled)	11	1	3		15	1	2	
Service Workers	1		1					
TOTAL	18	1	4		17	1	2	

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).

Max P. Hoerr II
Signature

Max P. Hoerr II President
Printed Name and Title

info@hoerr.com
E-mail Address

2-11-19
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.



UTILITY CONTRACTORS
P.O. Box 65
1416 County Road 200 N
Goodfield, IL 61742

Office: (309) 691-6653
FAX: (309) 508-7990

TO: Whom It May Concern

FROM: Max P. Hoerr, II

SUBJECT: Notification of Appointment of EEO Officer


DATE: January 3, 1994

In compliance with Executive Order 11246 as amended, and other pertinent acts, amendments, and governmental regulations, a part of my duties as Equal Opportunity Officer, the memorandum on this subject, non-discrimination in employment, is now company policy. As Equal Opportunity Officer, I will handle all complaints, which allege discrimination in employment relative to hiring, promotion, or termination because of race, creed, color, religion, age, sex or national origin.

Hoerr Construction, Inc. supports the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination Act of 1967, and all pertinent Executive Orders as issued, revised, or amended, and appropriate State and local laws.

Written complaint should be directed to me at corporate headquarters:

P.O. Box 65
1416 County Road 200 N
Goodfield, IL 61742

Sincerely,
Hoerr Construction Inc.

Max P. Hoerr II
President

**AFFIRMATIVE ACTION COMPLIANCE PROGRAM
EQUAL EMPLOYMENT OPPORTUNITY**

Hoerr Construction Inc. has an established policy of Equal Employment with respect to race, color, religion, sex or national origin. All management officials and employees are expected to respect and carry out the aforesaid policy. We expect each management official, department head, and supervisor to review annually the Company's existing personnel policies and practices to assure that Equal Employment Opportunity is being implemented actively and that no employee or applicant for employment or promotion shall suffer any form of discrimination

because of race, color, religion, sex or national origin. This affirmative action program also includes disabled veterans, veterans of the Vietnam War and the physically and mentally handicapped. In order to effectively communicate and implement this policy to all levels of management and supervision and to all other employees, recruiting sources, community agencies and the public generally, the following action is being undertaken.

I. DISSEMINATION OF POLICY

A. Internally: Employees are reminded of the Company's written statement of policy by:

1. Re-distribution of policy statement to all management personnel with responsibility for implementation and administration of policy.
2. Distribution of policy by re-publication or reference by posting the policy statement on the employee bulletin boards.
3. Detailed discussions at management conferences.
4. The Union certified to represent production and maintenance employees will be reminded to the Company's non-discriminatory policies and non-discrimination clause is included in our Union Contract.
5. No segregated facilities will be permitted at the company office, yard, or at any site it is doing business.

B. Externally: Prospective applicants and interested community groups are advised of the Company's Equal Employment Opportunity policy by:

1. Employment advertisements, when utilized, contain an assurance to Equal Employment Opportunity by insertion of the phrase "An Equal Opportunity Employer."
2. Whenever utilized, all employment and recruiting sources where jobs are listed by the Company are reminded of the Company Policy, either verbally or in writing.
3. Appropriate notices are posted on bulletin boards, and when possible, where applicants are interviewed. These notices will inform employees and applicants of their rights in this regard.

II. RESPONSIBILITY OF IMPLEMENTATION OF THE EEO POLICY

A. Responsibility, as stated in the policy, is assigned to Max P. Hoerr, II who will render full assistance and support to those seeking help

and assistance in taking affirmative action.

- B. Periodic reports will be made to the Corporate Officers for implementation of this policy of Equal Employment Opportunity in order to assure that the policy is observed, and results are obtained.

III. RECRUITING

- A. For many years, applicants for positions with Hoerr Construction Inc. have far outnumbered vacancies. However, in an effort to recruit minority employees, Hoerr Construction Inc. will actively seek out minority candidates by contact with Union Officials and request their assistance in encouraging qualified personnel to file application with the Company.

IV. TRAINING

- A. All training programs supported or sponsored by the Company are equally open to minority group employees on the basis of qualifications. Such employees who appear to have management potential are encouraged to seek advancement into management position as vacancies occur.
- B. The Company includes minority group members in any apprenticeships or training programs in which it participates.

V. HIRING, PLACEMENT, TRANSFER, PROMOTION, LAY-OFFS & RECALL

- A. The Company recognizes that to accomplish the long range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to assure that job opportunities of all kinds are called to the attention of minority groups and that members of minority groups shall be offered position on the same basis as all other applicants or current employees. To ensure achievement of the stated goal, the Company has reviewed and, in the future, will periodically review its hiring practices.
- B. In this connection, all management officials will take the following action:
 - 1. Advise their staffs of the Company's increased interest in utilizing qualified members of minority groups on job assignments where they had not previously been employed.
 - 2. Provide qualified group employees equal consideration whenever promotional opportunities occur.

VI. COMPENSATION

- A. All employees, including minority group employees specifically, will continue to receive compensation in accordance with the same standards for their respective groups. Opportunities for performing over-time work or otherwise earning increased compensation will continue to be offered to all qualified employees without discrimination based on race, religion, sex, or national origin.

VII. GENERAL

- A. Not only in the above matters, but also in other areas of the employer-employee relationship, the Company will continue to cooperate with minority groups because being fair is the Company's best assurance that it is not discriminating or creating even the appearance of discrimination.
- B. A copy of this statement will be distributed to all Company officials responsible for interviewing and recommending people for hire and/or promotion.
- C. Hoerr Construction Inc. will consider qualified minority group applicants for any vacancies occurring in clerical, professional, and technical positions.

VIII. GOALS

An analysis of all major job categories, including minority representations, along with hiring and promotion projections will be discussed with all management officials. Our goal is to exceed the minimum Equal Employment requirements.

If you have any questions concerning this policy or employment opportunities, please feel free to contact the E.E.O. officer, Max P. Hoerr, II at 309-691-6653.

Dated: January 3, 1994
Max P. Hoerr II, President

EQUAL EMPLOYMENT POLICY

It is the policy of this company to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-off or selection for training,

including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Our Equal Employment Officer is Max P. Hoerr II



UTILITY CONTRACTORS
P.O. Box 65
1416 County Road 200 N
Goodfield, IL 61742

Office: (309) 691-6653
FAX: (309) 508-7990

TO ALL EMPLOYEES:

In order that you can become familiar with the company's Equal Employment Opportunity Policy, we have reproduced it below. If you have a question concerning this policy, please contact Max P. Hoerr II, Equal Employment Opportunity Officer:

EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. Hoerr Construction Inc., has endeavored to recruit and hire employees whom it believes best qualified for the job opening without discrimination because of race, creed, color, sex or national origin. Its policy will continue towards this goal including treating all employees equally and employing minority workmen and females when available.
2. This company will undertake affirmative action to implement this policy and will actively support programs which will enable all employment groups including minority workmen and females an equal employment opportunity.
3. This company will comply with the Civil Rights Act of 1964, Executive Orders 11246, 11375, FHWA interim order 7-2, the Illinois Fair Employment Practices Act and other subsequent legislation that may pertain to equal employment opportunity.
4. This company further recognizes that the effective application of a policy of equal opportunity and merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action, with corrective measures applied as needed to effectively implement this policy.
5. All employees are encouraged to assist us in securing minority group applicants for employment with our company. Please refer such applications to your job foreman or supervisor, and they will assist you in contacting the union office.

Hoerr Construction Inc.

Max P. Hoerr II, EEO Officer



UTILITY CONTRACTORS
P.O. Box 65
1416 County Road 200 N
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FAX: (309) 508-7990

POLICY REGARDING SEXUAL HARASSMENT IN EMPLOYMENT HOERR CONSTRUCTION, INC.

I. STATEMENT OF COMPANY POLICY

This company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each employee of this company bears the responsibility to refrain from sexual harassment in the workplace. No employee, male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated.

II. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

- (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is 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:

- * Verbal: sexual innuendos, 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 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-ups or slogans of a sexual nature.

- * Physical: Touching, unwelcome hugging or 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 individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged 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 that might be made about the appearance of a woman in the 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 the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

III. 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, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accord with the company's disciplinary policy and the terms of any applicable collective bargaining agreement.

The company has designated Max P. Hoerr II, President to coordinate the company's sexual harassment policy compliance. Mr. Hoerr can be reached at 1416 County Road 200 N Goodfield, IL 61742 and at (309)691-6653.

IV. RESPONSIBILITY OF SUPERVISORY EMPLOYEES

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This is accomplished by prompting 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 (an individual who is not an employee but does business with an organization, such as a customer, contractor, 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 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, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior that constitutes 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.

Supervisors in need of information regarding their obligations under this policy or procedures to follow upon receipt of a complaint of sexual harassment should contact Max P. Hoerr II, President at 1416 County Road 200 N, Goodfield, IL 61742 and (309)691-6653.

V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

A. INTERNAL

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, EEO Officer*, and to the offending employee. It is not necessary for the sexual harassment to be directed at the person making the complaint.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment is also protected from retaliation.

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 reported to the next level of supervision or the EEO Officer.

2. CONTACT SUPERVISORY 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.

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 will advise the complainant and the alleged harasser of the results of the investigation.

B. EXTERNAL

The Company hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

The Illinois Department of Human Rights may be contacted as follows:

CHICAGO	312-814-6200
CHICAGO TDD	312-263-1579
SPRINGFIELD	217-785-5100
SPRINGFIELD TDD	217-785-5125

The United States Equal Employment Opportunity Commission can be contacted as follows:

CHICAGO	312-353-2713
	800-669-3362
TDD	800-800-3302

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 (IDHR) or 300 (EEOC) days for the retaliation.

An employee who has been physically harassed or threatened while on the job may also

have grounds for criminal charges of assault and battery.

VI. 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.



UTILITY CONTRACTORS
P.O. Box 65
1416 County Road 200 N
Goodfield, IL 61742

Office: (309) 691-6653
FAX: (309) 508-7990

TO: All Supervisors and Foreman
FROM: EEO Officer
SUBJECT: Equal Opportunity
DATE: January 1, 1994

Hoerr Construction Inc. is committed to non-discrimination in employment. Any person who applies for a job with our Company will not be discriminated against because of race, age, creed, color, religion, sex or national origin.

On many occasions you are solely responsible for filling job vacancies within our company. Attention should be given to the distribution of minority personnel and females based on demonstrated skills, promotion potential, education and experience.

When contacting unions, request minority and female referrals; ask business agents to do a vigorous job of recruiting for minorities and females and always explain the company's reason for so doing.

It is the duty of each supervisor and foreman to exert care in being fair in the administration of our policy.

Should the occasion arise that you must advertise for personnel, make certain that the phrase, "Equal Employment Opportunity Employer M/F" is added at the end of the advertisement.

Applications must conform to certain EEO guidelines; hence no space for racial designation appears on our application forms. We do have requirements to furnish statistical information on ethnic groups in our employ. It is perfectly legal for you to denote by racial and sexual designation those employees within your scope of supervision, provided that it does not serve as the basis for discriminatory selection.

Hoerr Construction Inc. is obligated and committed to provide a working environment free of harassment, intimidation, and coercion with specific attention to minorities and females.

REC'd 7/14/11

Certificate of the Publisher

The Herald-News

Description: DISADVANTAGED JOLIET SANIT
1502539

HERALD-NEWS PREPAID LEGALS
1101 W. 31ST STREET
DOWNERS GROVE IL 60515-0000

Shaw Media certifies that it is the publisher of The Herald-News. The Herald-News is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Joliet, County of Will, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in The Herald-News, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 02/02/2018

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by J. Tom Shaw, its publisher, at Joliet, Illinois, on 2nd day of February, A.D. 2018

Shaw Media By:

J. Tom Shaw, Publisher

Account Number 10086146

Amount \$71.18

PUBLIC NOTICE
Notice to Disadvantaged Businesses

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742 (309) 691-6853, is seeking qualified disadvantaged businesses for the City of Joliet, IL 2018 Sanitary Sewer Rehabilitation Program project for subcontracting opportunities in the following areas: sewer cleaning, sewer televising, fiber installation, mainline/lateral connection grading, manhole installation/adjustments, and manhole rehabilitation. All disadvantaged businesses should contact, IN WRITING (Certified Letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening February 22, 2018. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.
(Published in the Joliet Herald News on February 2, 2018)
1502539

ACCOUNTING MONTH/YEAR	2/18			
INVOICE TYPE	SUB	MAT	MISC	GL
VENDOR #				
JOB #				
PHASE #				
GL #				
AMOUNT				
T & M	YES			NO
TAX EXEMPT	YES			NO
COPY FOR RECORDS <i>RW</i>	YES			NO
COPY FOR TAX	YES			NO
RETENTION	YES			NO
LIEN WAIVER	YES			NO
APPROVED BY				

Certificate of Publication

STATE OF ILLINOIS,

ss

County of Peoria,

The Peoria Journal Star, Inc. (which is incorporated and doing business under and by virtue of the Laws of the State of Illinois) HEREBY CERTIFIES that it is the printer and publisher of the Journal Star, which is a public secular newspaper of general circulation printed and published daily in the City of Peoria, County of Peoria and State of Illinois, and that said newspaper has been regularly published in said City for at least one (1) year prior to the first publication of the notice. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

Said Corporation further certifies that the said notice entitled:

Notice to Minority, and Women-Owned

hereto attached has been published 1 time(s) in the Peoria Journal Star, on the following respective dates:

The	28th	day of	February	A.D.,	2018
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	
The		day of		A.D.,	

IN WITNESS WHEREOF, the said Corporation has caused this Certificate to be signed in its name on its behalf by **Judy Little** this 28th day of February A.D., 2018.

The Peoria Journal Star, Inc.

By:

Judy Little

AD 4629972

Notice to Minority- and Women-Owned, Small, Labor Surplus Area and Section 3 Businesses

Hoerr Construction, Inc., 1416 County Road 200 N, Goodfield, IL 61742, is seeking bids from qualified minority, women-owned, small, labor surplus area and Section 3 businesses for the Village of Creve Coeur's Creve Coeur Avenue Water Main Project. Subcontracting opportunities are available for the classifications of: traffic control, trucking, restoration & seeding, and pavement restoration. All interested and qualified minority, women-owned and Section 3 businesses should contact Max P. Hoerr II, of Hoerr Construction, Inc., IN WRITING by certified mail, return receipt requested, to discuss subcontracting opportunities. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor. All subcontractors must be prepared to certify that the firm and the principals qualify as meeting one of the above-referenced groups and that they have not been determined to be ineligible to perform work under a federally assisted or federal construction contract for any reason. Hoerr Construction, Inc. is an equal opportunity employer.



Official Certificate of Publication as Required by State Law and IPA By-Laws

Certificate of the Publisher

Gatehouse Media certifies that it is the publisher of the Peoria Journal Star. Peoria Journal Star a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City Peoria, County of Peoria, Township of Peoria, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time in Peoria Journal Star, namely one time per week for 0 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 11th, 2018, and the last publication of the notice was made in the newspaper dated and published on April 11th, 2018. The notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, the Peoria Journal Star has signed this certificate by Gatehouse Media, its publisher, at Peoria, Illinois, on April 11th, 2018.

Hoerr Construction, Inc.

By:

Stacy M Wolf
Legal Notice Representative
Peoria Journal Star – Gatehouse Media Publisher

(Note: Unless otherwise ordered, notarization of this document is **not** required.)

Notice to Disadvantaged Businesses

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742, (309) 691-6653, is seeking qualified disadvantaged businesses for the **City of Oneida, IL Sewage Collection System Lining and Spot Repairs Project Phase 1** for subcontracting opportunities in the following areas: manhole installation, manhole chemical grouting, and sewer point repairs by excavation. All disadvantaged businesses should contact, **IN WRITING** (Certified Letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening May 4th, 2018. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.



Official Certificate of Publication as Required by State Law and IPA By-Laws

Certificate of the Publisher

Gatehouse Media certifies that it is the publisher of the Peoria Journal Star. Peoria Journal Star a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City Peoria, County of Peoria, Township of Peoria, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time in Peoria Journal Star, namely one time per week for 0 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 16th, 2018, and the last publication of the notice was made in the newspaper dated and published on April 16th, 2018. The notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, the Peoria Journal Star has signed this certificate by Gatehouse Media, its publisher, at Peoria, Illinois, on April 16th, 2018.

Hoerr Construction, Inc.

By:

Stacy M Wolf
Legal Notice Representative
Peoria Journal Star – Gatehouse Media Publisher

(Note: Unless otherwise ordered, notarization of this document is **not** required.)

Notice to Disadvantaged Businesses

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742, (309) 691-6653, is seeking qualified disadvantaged businesses for the Village of Glasford, IL Sewer Lining and Lift Station Upgrades for subcontracting opportunities in the following areas: new sanitary sewer installation by excavation, sanitary lift station pump and piping upgrades, manhole chemical grouting, and sewer point repairs by excavation. All disadvantaged businesses should contact, IN WRITING (Certified Letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening May 11th, 2018. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.



Official Certificate of Publication as Required by State Law and IPA By-Laws

Certificate of the Publisher

Gatehouse Media certifies that it is the publisher of the Peoria Journal Star. Peoria Journal Star a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City Peoria, County of Peoria, Township of Peoria, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time in Peoria Journal Star, namely one time per week for 0 successive weeks. The first publication of the notice was made in the newspaper, dated and published on May 29th, 2018, and the last publication of the notice was made in the newspaper dated and published on May 29th, 2018. The notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, the Peoria Journal Star has signed this certificate by Gatehouse Media, its publisher, at Peoria, Illinois, on May 29th, 2018.

Hoerr Construction, Inc.

Ad #4639996

Stacy M. Wolf

By:

Stacy M Wolf

Legal Notice Representative

Peoria Journal Star – Gatehouse Media Publisher

(Note: Unless otherwise ordered, notarization of this document is **not** required.)

**Notice to
Disadvantaged Businesses**

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742, (309) 691-6653, is seeking disadvantaged businesses for the **Village of Creve Coeur Riley Lane Pump Station Improvements Project** for subcontracting opportunities in the following areas: trucking, restoration & seeding, erosion control, tree clearing, concrete foundation & building construction, sitework, fencing, pavement restoration, and electrical. All disadvantaged businesses should contact, **IN WRITING**, (certified letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening June 22, 2018. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.

No. _____

Certificate of Publication

State of Illinois SS.

Whiteside County

This is to Certify that a notice, a true copy of which is hereto attached, was published in the Daily Gazette, a secular newspaper of general circulation published daily in the City of Sterling, in the County of Whiteside and State of Illinois, by SAUK VALLEY NEWSPAPERS, a corporation existing under the laws of said State, once each week for 1 successive week(s); that the date of the first paper containing said notice was the 10th day of September, 2018, and that the date of the last paper containing said notice was the 10th day of September, 2018

And this is to further certify that said newspaper have been regularly published for one year prior to the first publication of said notice therein, and that the person who signs the name of said company to this certificate is as appears by the records of said company, it is duly authorized agent for such purpose

Dated at Sterling, in said county, This 10th day of September, 2018

Publication Fee \$54.60

Daily Gazette

by: Andrew Cooper
Authorized Agent

Received payment
Daily Gazette

by: _____

Notice to Disadvantaged Businesses

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742, (309) 691-6653, is seeking qualified disadvantaged businesses for the **City of Rock Falls, IL Sanitary Sewer Rehabilitation Project** for subcontracting opportunities in the following areas: sewer cleaning, sewer televising, manhole rehabilitation, and traffic control. All disadvantaged businesses should contact, **IN WRITING (Certified Letter, return receipt requested)**, Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening September 26, 2018. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.

September 10, 2018

STATE OF ILLINOIS)
County of Vermilion) ss.
City of Danville)

1502342

NEWSPAPER HOLDINGS INC., DBA THE COMMERCIAL-NEWS, a corporation, organized and existing under and pursuant to the laws of the State of Illinois, HEREBY CERTIFIES.

That it is the PUBLISHER of the COMMERCIAL-NEWS, and the COMMERCIAL-NEWS is a secular newspaper of general circulation in Vermilion County, Illinois, published in the City of Danville, Vermilion County, Illinois:

That a notice of which the annexed is a true copy, has been regularly published, in said newspaper one time each day/week for one successive days/weeks/times.

That the first of such publications was on the 21st day of November 2018, and the last publication was on the 21st day of November 2018.

That the COMMERCIAL-NEWS has been regularly published for at least six (6) months prior to the first publication of said notice: that the face of the type in which such publication was made is the same as the body type used in the classified advertising in the newspaper in which such publication was made.

That Amy Winter has been duly appointed as agent of said company and authorized to certify all certificates of publication required to be made on account of publications made in the COMMERCIAL-NEWS, and that such appointment is still in full force and effect.

IN WITNESS WHEREOF, the said NEWSPAPER HOLDINGS INC., DBA THE COMMERCIAL-NEWS, PUBLISHER, aforesaid, has caused its corporate name to be hereinto affixed, and this certificate executed by Amy Winter its authorized Agent, on this 21st day of November, A.D. 2018.

Printer's Fee \$ 107.58

NEWSPAPER HOLDINGS INC.,
D.B.A. COMMERCIAL-NEWS

Date Paid _____ 20__.

By: Amy Winter
Authorized Agent

1774 - 11/21/18
Notice to
Disadvantaged
Businesses: Hoerr
Construction,
Inc., P.O. Box
65, Goodfield,
IL 61742, (309)
691-6653, is
seeking qualified
disadvantaged
businesses for the
City of Hoopston,
IL 6th Street Sewer
Lining Project for
subcontracting
opportunities
in the following
areas: sewer
cleaning, sewer
televising, manhole
rehabilitation,
manhole grouting,
sewer manhole
adjustments,
bituminous
pavement removal
and replacement,
and seeding/
mulching/fertilizing.
All disadvantaged
businesses
should contact,
IN WRITING
(Certified Letter,
return receipt
requested), Max P.
Hoerr II, to discuss
the subcontracting
opportunities. All
negotiations must
be completed prior
to bid opening
December 13,
2018. Proposals
will be evaluated
uniformly and
objectively with
subcontracts being
awarded to the
lowest, responsible
bidder considered
to be appropriately
qualified by the
prime contractor.

Certificate of Publication

State of Illinois SS.

Lee County

This is to Certify that a notice, a true copy of which is hereto attached, was published in the Dixon Telegraph, a secular newspaper of general circulation published daily in the City of Dixon, in the County of Lee and State of Illinois, by B.F. Shaw Printing Company, a corporation existing under the laws of said State, once each week for 1 successive weeks; that the date of the first paper containing said notice was the 18th day of January, 2019, and that the date of the last paper containing said notice was the 18th day of January, 2019

And this is to further certify that said newspaper have been regularly published for one year prior to the first publication of said notice therein, and that the person who signs the name of said company to this certificate is as appears by the records of said company, it is duly authorized agent for such purpose

Dated at Dixon, in said county, This 18th day of January, 2019

Dixon Telegraph

Publication Fee \$54.60

by: Carla Wahlen
Authorized Agent

Received payment
Dixon Telegraph

by: _____

Notice to Disadvantaged Businesses

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742. (309) 691-6653, is seeking disadvantaged businesses for the Oregon, IL Sewer System Improvements Project for subcontracting opportunities in the following areas: sewer cleaning and televising, manhole lining, manhole replacements/adjustments and sewer point repairs by excavation, and traffic control. All disadvantaged businesses should contact, **IN WRITING** (Certified Letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening February 6, 2019. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest, responsible bidder considered to be appropriately qualified by the prime contractor.

January 18, 2019

Chicago Tribune

NOTICE TO DISADVANTAGED BUSINESSES

Hoerr Construction, Inc., P.O. Box 65, Goodfield, IL 61742, (309) 691-6653, is seeking qualified disadvantaged businesses for the Village of Crestwood, IL Playfield Subdivision Phase 1 Sanitary Sewer Rehabilitation for subcontracting opportunities in the following areas: manhole rehabilitation, sewer point repairs by excavation, and traffic control. All disadvantaged businesses should contact, IN WRITING (Certified Letter, return receipt requested), Max P. Hoerr II, to discuss the subcontracting opportunities. All negotiations must be completed prior to bid opening February 12, 2019. Proposals will be evaluated uniformly and objectively with subcontracts being awarded to the lowest responsible bidder considered to be appropriately qualified by the prime contractor.