

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@city.urbana.il.us	<div style="border: 1px solid black; padding: 2px; text-align: center;">Office Use Only (05/13)</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Requested by:</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td>Approved by:</td> <td>Date:</td> </tr> <tr> <td colspan="2">Certification:</td> </tr> <tr> <td colspan="2">Date:</td> </tr> <tr> <td colspan="2">Certificate Expiration Date:</td> </tr> </table>	Requested by:	Date:	Approved by:	Date:	Certification:		Date:		Certificate Expiration Date:	
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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: <i>Ident Environmental Engineering Inc</i>											
d/b/a:											
Address: <i>2904 Tractor Lane</i>											
City/State/Zip: <i>Bloomington IL 61704</i>											
Telephone Number(s) include area code: <i>309 822 4257</i>											
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"/>										
FEI Number: <i>37-1363494</i>	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):											
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>Tanell M. Weber</u> Title: <u>Director of Operations</u> Telephone: <u>309 528 4254</u> Email: <u>Tanell@edisonmanagement.com</u>		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or terant@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.	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?		
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.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		X

SECTION III. Employment Information

Please complete the company work force 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 und 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	1	1	1	1								
Professionals	1		1									
Technicians	7	4	7	4								
Sales Workers	4		4									
Office & Clerical	1		1									
Craft Workers (Skilled)	3		3									
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	17	4	17	4								
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M. Date of above Data: <u>8/27/15</u>												

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	1							
Professionals	1							
Technicians	7							
Sales Workers								
Office & Clerical	1							
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	10	0						

*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors:

Date 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	FE	M	FE	M	FE	M	FE
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

[Signature]
Signature

Samuel Miller Director of Operations
Typed Name and Title

4/27/15
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 *[initials]* NO _____

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

YES *[initials]* NO _____

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

YES *[initials]* NO _____

IDEAL Environmental Engineering, Inc.

2904 Tractor Lane

Bloomington, IL 61704

2013

AFFIRMATIVE ACTION PLAN

2013
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY
STATEMENT

It is the policy of *IDEAL Environmental Engineering, Inc.* not to discriminate against any employee or any applicant for employment because of age, race, religion, color, creed, physical or mental handicap, marital status, sex, physical condition, sexual preference, family responsibilities, matriculation, political affiliation, arrest record, source of income or national origin.

This policy shall include, but not be limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. IDEAL agrees to take affirmative action to ensure equal employment opportunities.

Janelle Weber is the person responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program.

IDEAL shall continue to work cooperatively with governmental entities and community organizations to ensure equal employment.

Janelle Weber, Director of Operations
Name, title

cc: Employment Application Package
 Employee Manual

PROGRAM GOALS AND TIMETABLES

Goal: **Encourage recruitment of minorities and individuals with disabilities.**
Steps: When hiring, broaden recruitment notices to include community organizations likely to refer the above groups.
Goal Date: Ongoing

Goal: **Maintain percentage of female employment at or above current level.**
Steps: When hiring, broaden recruitment notices to include community organizations likely to refer women. Consider advertising in media demographically aimed towards women.
Goal Date: Ongoing

POLICY DISSEMINATION

This Affirmative Action Plan provides that:

- The Affirmative Action plan is posted in a visible place in the main office of IDEAL for all employees and vendors.
- Subcontractors are notified of IDEAL's Affirmative Action plan and are provided a copy of the plan.
- Published solicitations or advertisements for employment include a statement comparable to "an equal employment opportunity employer functioning under an Affirmative Action Plan."

INTERNAL MONITORING

This Affirmative Action Plan provides that:

- Reviews of the Affirmative Action Plan will be performed on a yearly basis by the Director of the Affirmative Action Program to ensure that the company has complied with the plan and to determine if the goal(s) have been achieved.
- A Work Force Analysis will be completed each August and compared to the initial analysis in order to provide written evaluation of the work force and the company's goals to increase minority employment and maintain female employment.
- Supervisory and management personnel will be held responsible (at least through performance appraisals and compensation reviews) for implementing affirmative action initiatives within their areas of responsibility.

Sexual Harassment

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 at *Ideal Environmental Engineering, Inc.* free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, Sexual Harassment is defined as:

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

- submission to such conduct is made either explicitly or implicitly by a term or condition of an individual's employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
- 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 U.S. Civil Right Act of 1984, as amended in 1991. 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:

- ♦ Verbal sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, repeated requests for dates or statement about other employees, even outside of their presence, of a sexual nature.
- ♦ Non-verbal suggestion or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing".
- ♦ Visual: Posters, signs, pin ups, 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 same 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 a "reasonable man," depending upon 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 most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to error on the side of caution.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who 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 accordance with company policy.

REPORTING SEXUAL HARASSMENT

The employee who is harassed must report the incident immediately and no later than 5 working days to the President of *Ideal*. The incident should be reported in both written and verbal form. The management of *Ideal Environmental Engineering, Inc.*, does not tolerate Sexual Harassment.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor or manager is responsible for maintaining a 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.

The courts have found that companies/organizations as well as supervisors/managers 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 a company/organization, such as a contractor, customer, sales representative, or repair person).

Liability is based either on a company's/organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the company/organization. As such, supervisors/managers must act quickly and responsibly, not only to minimize their own liability, but also that of the company/organization.

RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION

It is hoped that most sexual harassment complaints and incidents can be resolved within a company/organization. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal 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 EEOC must be filed within 300 days.

An employee who is suddenly transferred to a lower paying job or passed for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due 100 days (IDHR) or 300 days (EEOC) of the alleged 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.

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.

Department of Human Rights
100 W. Randolph Street
Suite 10-100
Chicago, IL 60601
312-814-6200