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|---|--------------------------------|-------|
| <p align="center">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanailinois.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: J H Moore, Inc.

d/b/a:

Address: 15515 E. 875th Rd

City/State/Zip: Effingham, IL 62401

Telephone Number(s) include area code: 217-536-5152

Check one of the following

| | | | |
|-------------|---|---------------------------|-------------------------|
| Corporation | <input checked="" type="checkbox"/> Partnership | Individual Proprietorship | Limited Liability Corp. |
|-------------|---|---------------------------|-------------------------|

FEI Number: 36-3155357

Social Security Number:

2. Name and Address of the Company's Principal Office *(answer only if not the same as above)*

Name: Jason D. Rippetoe

Address: 909 S. Evergreen

City/State/Zip Altamont, IL 62411

3. Major activity of your company (product or service): Traffic Signals, Highway Lighting & other 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? | ✓ | |
| 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>Ellie Chandler</u> Title: <u>Office Manager</u> Telephone: <u>217-536-5152</u> Email: <u>ellie@jhmoore.net</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) 384-2455 or hro@city.urbana.il.us. | ✓ | |
| 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. | ✓ | |
| 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? | ✓ | |
| 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? | ✓ | |
| 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? | ✓ | |
| H. | Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification. | | ✓ |
| I. | Does the company have collective bargaining agreements with labor organizations? | ✓ | |
| 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? | ✓ | |
| 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.) | ✓ | |

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 | 2 | 1 | 2 | 1 | | | | | | | | |
| Professionals | | | | | | | | | | | | |
| Technicians | | | | | | | | | | | | |
| Sales Workers | | | | | | | | | | | | |
| Office & Clerical | | 1 | | 1 | | | | | | | | |
| Craft Workers (Skilled) | 2 | | 2 | | | | | | | | | |
| Operatives (Semi-Skilled) | 1 | | 1 | | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | | |
| TOTAL | 5 | 2 | 5 | 2 | | | | | | | | |

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: October 19, 2015

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 | 2 | 1 | | | | | | |
| Professionals | | | | | | | | |
| Technicians | | | | | | | | |
| Sales Workers | | | | | | | | |
| Office & Clerical | | 1 | | | | | | |
| Craft Workers (Skilled) | 2 | | | | | | | |
| Operatives (Semi-Skilled) | 1 | | | | | | | |
| Laborers (Unskilled) | | | | | | | | |
| Service Workers | | | | | | | | |
| TOTAL | 5 | 2 | | | | | | |

*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 | 2 | 1 | | 1 | | | | |
| Professionals | | | | | | | | |
| Technicians | | | | | | | | |
| Sales Workers | | | | | | | | |
| Office & Clerical | | 1 | | 1 | | | | |
| Craft Workers (Skilled) | 2 | | | | | | | |
| Operatives (Semi-Skilled) | | | | | | | | |
| Laborers (Unskilled) | 1 | | | | | | | |
| Service Workers | | | | | | | | |
| TOTAL | 5 | 2 | | 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).

Ellie Chandler
Signature

Ellie Chandler, Office Manager
Printed Name and Title

ellie@jhmoore.net
E-mail Address

10/19/15
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 ☒

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 or 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, lawyers, 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.

JH Moore Inc

15515 E 875th RD.
Effingham, IL 62401
Phone (217) 536-5152
Fax (217) 536-5155

TO WHOM IT MAY CONCERN:

In accordance with our Equal Employment Opportunity Policy, Ellie M. Chandler has been designated as the Equal Employment Opportunity Officer for J H Moore Inc.

Her principal duties will include but not be limited to, assuring all employees and applicants of truly equal opportunity in her employment relations with our firm, supervising periodic reviews of the Company's employment practices, and handling any complaints in this area.

Sincerely,



Jason D. Rippetoe
J H MOORE, INC.

JH Moore, Inc.

15515 E 875th RD.
Effingham, IL 62401
Phone (217) 536-5152
Fax (217) 536-5155

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The work on this project is progressing through the cooperation of local labor unions under Hiring Hall Agreements. We are however, interested in providing assistance to any individuals interested in employment in the construction industry.

We would particularly like to encourage applications from females, minorities, Vietnam Era Veterans, disabled veterans and other handicapped persons. In this respect, we are soliciting the assistance of our present female, minority, veteran and handicapped employees and their friends. The superintendent on this project will take the name and address of any person interested in employment in the construction industry or have the individual fill out a job application. Any name or application furnished will be forwarded to our home office in Effingham, Illinois for distribution to proper union officials.

It has been and will continue to be our policy to cooperate fully with the unions in their training efforts by utilizing apprentices and on-the-job trainees whenever possible. We will make every effort to keep you informed of available training programs and help keep you in your efforts to upgrade.

Our superintendent on the job is, in effect, our project equal employment officer and as such is responsible for carrying out our company policies and contract obligations. If you have any questions regarding the personnel policies of our Company, please feel free to contact me at J H Moore, Inc. at 15515 E. 875th RD, Effingham, IL 62401, or by telephone (217) 536-5152.

Ellie M. Chandler



EEO Officer

J H Moore, Inc
15515 E 875th RD
Effingham, Illinois 62401
217-536-5152

SEXUAL HARASSMENT POLICY IMPLEMENTATION

The Company will not tolerate harassment of any employee, regardless of race, religion, sex, color, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or unfavorable discharge. The company will back this policy with appropriate sanctions, including dismissal if necessary. This policy applies to any type of harassment, not only harassment.

It is illegal and against the policies of this company for any employee, male or female, to sexually harass another employee by:

- a. Making unwelcomed sexual advances or requests for sexual favors or other verbal or physical favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment or
- b. Making submission to or rejecting of such conduct the basis for employment decision affecting the employee, or
- c. Creating an intimidating, hostile or offensive working environment by such conduct.

Each supervisor will be held responsible for the prevention of harassment of any employee on job sites. Harassment of any employee by a supervisor or by a co-worker for any reason on or off the job site is a matter of serious company concern. Company policy is to provide a meaningful work experience for all employees. Interference with this policy will result in immediate corrective action. This applies to on-site employees of the general contractor, subcontractor, and suppliers.

Any employee who believes he or she has been the subject of harassment or intimidation should report the alleged act immediately within 48 hours after the alleged harassment occurs) to the job superintendent and company EEO Officer. An investigation of all complaints will be undertaken immediately. Any supervisor, agent or other employee who has been found by the company after appropriate investigation to have harassed another employee will be subject to appropriate sanctions. Depending on the circumstances, the sanctions can range from a warning to termination.

The Company recognizes that the questions of whether a particular action, or incident is harassment requires a factual determination based on all facts in

this matter. The company also recognized that false accusation of harassment can have serious effects on an innocent person. The company will not tolerate false reports or intimidation of those making true reports.

We trust that all employees of the company will continue to act responsible to establish a pleasant working environment free of discrimination and harassment. The company encourages any employee to raise questions he or she may have regarding discrimination or affirmative action with company EEO Officer, Ellie Chandler.

J H Moore, Inc

Ellie Chandler
Revised 03/07