

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanailinois.us	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: Henson Robinson Company

d/b/a:

Address: 3550 Great Northern Ave

City/State/Zip: Springfield, IL 62711

Telephone Number(s) include area code: 217-544-8451

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FBI Number: 37-0680340

Social Security Number:

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

Name: Daniel P. Hoselton

Address: 24 Nightingale

City/State/Zip Springfield, IL

3. Major activity of your company (product or service): HVAC, Plumbing, Roofing, Sheet Metal & 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>Steve Etheridge</u> Title: <u>Secretary/Treasurer</u> Telephone: <u>217-544-8451</u> Email: <u>hrc@henson-robinson.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	X	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	X	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
I.	Does the company have collective bargaining agreements with labor organizations?	X	
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	X	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)	X	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		X

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	7	1	7	1								
Professionals	8		8									
Technicians	1		1									
Sales Workers	2		2									
Office & Clerical		10		10								
Craft Workers (Skilled)	148		135		4		7				2	
Operatives (Semi-Skilled)												
Laborers (Unskilled)	6		6									
Service Workers	1		1									
TOTAL	173	11	160	11	4		7				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: 8/14/16

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.

TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
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

Steven J. Etheridge, Secretary/Treasurer
Printed Name and Title

hrc@henson-robinson.com
E-mail Address

7/19/16
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 _____

N/A

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

YES X

NO _____

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

YES X

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.

CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL ☐ **PARTNERSHIP** ☐ **CORPORATION** ☐ (check one)

Name of the Business _____

Signed By: _____

Printed Name: _____

Business Address: _____

Business Phone Number: _____

Date _____

2014-2016 Affirmative Action/Equal Opportunity Employment Policy
Statement

It is the policy and practice of Henson Robinson Company and its Subsidiaries (Company) to assure that no employee or applicant for employment will be discriminated against because of race, color, religion, sex, sexual orientation, marital status, pregnancy or pregnancy related condition, childbirth or related medical conditions (to the extent protected by law) national origin, ancestry, citizenship, age physical or mental related ability or military status. The Company will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its action to enhance the dignity and worth of all persons.

In order to implement our Affirmative Action/Equal Opportunity Employment Program, the Company will develop plans designated to correct any deficiencies identified, including working with our local union JATC's for collectively bargained employees. Furthermore, this policy statement, as well as other applicable Labor and EEO posters, shall be posted in the employee gathering areas at the Company's facility.

Ultimate responsibility for this Affirmative Action/Equal Opportunity Employment Policy Program will be with the Senior Management of the Company. Steve Etheridge has been designated the Affirmative Action/Equal Opportunity Officer for the Company. 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.

Steven J Etheridge Secr./Treas.



Henson Robinson Company Secretary/Treasurer

2014-2016 Affirmative Action/Equal Opportunity Employment Goals

As outlined in the (Workforce Analysis) Henson Robinson Company and its Subsidiaries (Company) have two basic classifications of employees, employees subject to a collective bargaining agreement and employees who are not subject to a collective bargaining agreement.

Employees subject to a collective bargaining agreement:

- The Company will continue to work with our local labor organizations by having managers continue to serve on the various apprenticeship committees (currently on Sheet Metal, Plumbers and Roofers). We have had success with our labor partners over the recent years strengthening the recruiting and retention process for minorities and will work with them to identify means to attract women and individuals with disabilities. Implementation Date: March 2014
- All applications for walk in applicants that are eventually referred to the appropriate local unions will be tagged with "We are an Equal Opportunity Employer". Implementation Date: Ongoing
- Better labor force statistics will be identified and utilized for Analysis.

Employees not subject to a collective bargaining agreement:

- When advertising for positions we will continue to develop ads that reflect actual job duties with reasonable work related requirements. Implementation Date : Ongoing
- All solicitations and/or advertisements for employment will include the statement "Equal Opportunity Employer". Ongoing
- All applications will be tagged with "We are an Equal Opportunity Employer" Implementation Date: Ongoing
- When warehouse or truck driver positions are available, identify a hiring agency that may have a more diverse applicant pool to assist in the process. Implementation Date: When position becomes available.

Plan Dissemination

All affirmative action issues and the plan will be reviewed once a year at the Board of Directors meeting. Due to the fluid nature of the construction industry an annual review of hours and EEO-1 reports will be best to monitor the program. The formal annual meeting with Senior Management takes place in March or April of each year.

This Affirmative Action Plan will be posted in employee gathering areas or may be reviewed during normal business hours in the office of the Director of this plan.

Workplace Harassment

Henson Robinson Company will not tolerate any form of discrimination or harassment in the workplace based on an individual's protected characteristics — race, color, religion, sex, age, marital status, national origin, ancestry, disability, sexual orientation, genetic information, pregnancy or pregnancy-related condition, veteran status or other basis prohibited by law.

Harassment is defined as behavior that is not welcome by the recipient and is offensive to a reasonable person. Harassment can occur between people with differing protected characteristics as well as between people sharing the same one. This policy applies in the workplace, while on business and at company-sponsored events, and includes conduct by employees or towards employees by other employees, clients, visitors or vendors.

Sexual harassment is a subcategory of harassment based upon a person's gender that involves behavior of a sexual nature. Henson Robinson Company/Petersburg Plumbing and Excavating will not tolerate sexual harassment in any shape, manner or form.

Illinois Human Rights Act definition of sexual harassment:

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 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 decision(s) affecting such individual; or
3. such conduct has the purpose or effect of a substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct commonly considered to be sexual harassment include:

- Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statement about other employees, even outside of 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, slogans of a sexual nature.
- Physical: Touching, unwelcome hugging, kissing, pinching, brushing the body, coerced sexual intercourse or actual assault.

Sexual harassment does not generally refer to behavior or occasional compliments of a socially acceptable nature. Commonly accepted "fraternization" among employees and supervisors, defined as conduct of a socially acceptable, friendly, or congenial nature, which adds to team-building and/or a pleasant work environment, is not by definition sexual harassment. However, when "fraternization" goes beyond what reasonably can be deemed behavior of a socially acceptable nature in the workplace and becomes unwelcome, it is objectionable sexual harassment. More obviously, behavior that is personally offensive,

fails to respect the rights of others, lowers morale, and/or interferes with work effectiveness is not welcome and is deemed harassing in these circumstances.

Sexual harassment may take different forms. One specific form that is prohibited under all circumstances is the demand for sexual favors, or taking an adverse action against any employee who has rejected sexual advances, or who has otherwise complained about conduct of a sexual nature. It is a violation of both law and Company policy to base any employment decision on whether an individual submits to or rejects unwelcome sexual conduct.

Some conduct may constitute sexual harassment (even if the conduct is not specifically directed at the person who it affects) if it unreasonably interferes with an employee's work performance or creates a negative work environment. Thus, sexual jokes, innuendo, the presence of sexual pictures in the workplace, and even openly discussed voluntary relationships could be unwelcome by another employee in that office who finds the conduct offensive, even if the communication was not directed to that employee. If comments or conduct are objectionable to other employees who hear them or see them on the job, they are not acceptable on the job or in work-related situations. Any employee found to have exhibited harassing behavior will be subject to disciplinary action, up to and including discharge, even if the conduct had not yet created a "hostile environment" as defined by the courts.

Responsibility of Individual Employees:

Each individual employee has the responsibility to refrain from sexual harassment. 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 or a collective bargaining agreement, as appropriate.

Responsibility of Supervisory Personnel:

Each supervisor 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.

Discrimination and harassment are not only violations of company policy, but they are also contrary to law. Employees should immediately report any claim of discrimination or harassment, including sexual harassment, to the Director of Human Resources [or other managerial employee other than frontline supervisors]. Henson Robinson Company/Petersburg Plumbing and Excavating will conduct a reasonable and impartial investigation of all discrimination and harassment complaints. Anyone who violates this policy will be subject to appropriate disciplinary action up to and including termination. Additionally, Henson Robinson Company will not retaliate against any employee for truthfully reporting harassment, participating in an investigation or in good faith supporting another in a claim of harassment. In fact, because Henson Robinson Company believes that discrimination and harassment cannot be tolerated in any respect, Henson Robinson Company will not hesitate to discipline employees who fail to report incidents of what they believe to be discrimination or harassment against another employee, customer, or visitors to our facility or jobsites. The company's investigation of allegations and its findings will be kept as confidential as possible. However, Henson Robinson Company cannot keep information regarding reported discrimination and harassment confidential to the extent this interferes with its ability to conduct a reasonable investigation and take appropriate remedial action to prevent such incidents from being repeated.

Resolution Outside the Company:

An employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident unless it is a continuing offense. A complaint with EEOC must be filed within 300 days.

Illinois Department of Human Rights
217-785-5100 – Springfield
217-785-5125 – TDD Springfield
312-814-6200 – Chicago
312-263-1579 – TDD Chicago

Illinois Human Rights Commission
217-785-4350 – Springfield
217-785-5125 – TDD Springfield
312-814-6269 – Chicago
312-814-4760 – TDD Chicago

U.S Equal Employment Opportunity Commission
312-353-2613 – Chicago District Office
800-669-4000 – Toll Free Within the State of Illinois
800-669-6820 – TDD Chicago

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 180 days (IDHR) or 300 days (EEOC) from 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.