

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>hro@urbanaillinois.us</b> </p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

**Section I. Identification**

**1. Company Name and Address:**

Name: *Battery Solutions LLC*

d/b/a:

Address: *5900 Brighton Pine Court*

City/State/Zip: *Howell MI 48843*

Telephone Number(s) include area code: *248-446-3001*

Check one of the following

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input checked="" type="checkbox"/>
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FEI Number: *90-0910860*

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>Jan Andrews</u> Title: <u>HR Manager</u> Telephone: <u>248-446-3001</u> Email: <u>jan@battery-solutions.com</u>		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.</b>	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>	✓	
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?		N/A
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												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
<b>Date of above Data:</b> _____												

**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								
<b>TOTAL</b>								

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


**For Contractors: Data provided in Table B will be verified by worksite inspections.**

**TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	2	1			1			
Professionals								
Technicians								
Sales Workers	5				2	1		
Office & Clerical	1	4			3	2		
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)	13	3	4	1	11	4	3	2
Service Workers								
<b>TOTAL</b>	<b>21</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>17</b>	<b>11</b>	<b>3</b>	<b>2</b>

## 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

Jan Andrews HR Manager  
Printed Name and Title

jan@battery solutions.com  
E-mail Address

4/3/17  
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, metas 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, stavedores, 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.

## TERM OF EMPLOYMENT

Nothing contained in this manual is to be construed as a guarantee or promise of continued employment. Unless there is an express written and duly authorized contract to the contrary, all employment with BSI is on an "at will" basis. This means that either the employee or the Company may terminate the employment relationship at any time for any lawful reason or for no reason, with or without cause, with or without notice. No one, including an officer of the Company or a Manager, has the authority to make any commitment for employment which is other than terminable at will, with or without cause, except with prior approval of Executive Management. Moreover, no such commitment, agreement or understanding will be valid, effective or binding unless it is in writing and signed by the President or Executive Vice President of the Company.

## STATEMENT OF EQUAL OPPORTUNITY AND POLICY AGAINST HARASSMENT

BSI is committed to providing equal opportunity in employment and to prohibiting all forms of unlawful discrimination and harassment. All employment decisions, policies and practices will comply with applicable federal, state and local anti-discrimination laws. In addition, BSI continues to seek out, employ, promote and compensate based on ability, as demonstrated by performance, qualified individuals of all racial groups, religions, ages and national origins, without regard to gender, marital status, disability or any other legally protected status.

Further, BSI provides to qualified individuals with disabilities, of which BSI is aware, reasonable accommodations, which do not impose an undue hardship on BSI or jeopardize the safety of other employees or our customers or suppliers. With regard to an Employee's religious observances, practices and beliefs, of which BSI is aware, BSI endeavors to provide reasonable accommodations, which do not impose an undue hardship on BSI.

BSI will not engage in or tolerate unlawful discrimination or any form of unlawful harassment on account of a person's sex, age, race, color, religion, sexual preference or orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, disability or membership in any other legally protected class of individuals, provided BSI knew or should have known of such conduct. We also will abide by federal, state and local prohibitions against other forms of discrimination not specifically mentioned here.

In addition, BSI is committed to providing a work environment that is characterized by professionalism and mutual respect. Consequently, BSI strictly prohibits all forms of behavior, conduct and speech which have the effect of creating an intimidating or hostile environment as a result of another's sex, age, race, color, religion, marital status, national origin, ancestry, citizenship, military status, veteran status, disability or membership in any other legally protected class of individuals.

In particular, harassment on account of another's sex, which is a form of illegal sex discrimination, is an example of prohibited conduct. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or hostile nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by individuals is used as the basis for employment decisions affecting such individual;
- Such conduct, if **unwelcome**, has the purpose or effect of interfering unreasonably with an individual's work performance or of creating an intimidating, hostile, abusive or offensive working environment. Examples of such conduct may include (but are not limited to): sexual bantering, "jokes" and "teasing"; off-color language or jokes; sexual flirtations, advances or propositions; requests for sexual favors; verbal abuse of a sexual nature; verbal commentaries about an individual's body, appearance or sexuality; sexually-degrading words used to describe individuals; displays of sexually-explicit or sexually-suggestive objects, pictures, etc.; unwelcome physical contact, such as patting, pinching or brushing against another person's body; and using sexually-oriented or degrading gestures or other nonverbal communications such as leers, gawks and the like.

Similarly, harassment on account of any other protected status, such as race, **national origin, ancestry or disability** (for example, conduct or comments which reflect negatively upon or disparage any protected group, even if the conduct or comments are made "in jest" and/or are not directed at any particular individual) is also prohibited.

The prohibitions against unlawful discrimination and harassment set forth in this manual apply not only to your conduct relative to other Employees of BSI, but also with respect to the manner by which you interact with others who are not our Employees but with whom you come into contact in the course of your employment with us (for example, the customers whom we serve, representatives of our customers, those who refer customers to us, visitors, suppliers and vendors). In addition, you have a right to respectful and non-discriminatory treatment from customers, prospective customers, visitors to our offices and facilities and others having business with BSI. Consequently, if you feel discriminated against or harassed (sexually or otherwise) by someone who is not a BSI employee, but with whom you must interact as part of your duties and responsibilities, you should immediately report your concerns to the President.

### DISABILITIES

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the President and request such an accommodation. The individual with the disability should discuss what accommodation(s) he or she needs to perform the job. BSI will then engage in a good-faith interactive process with the employee or applicant to determine what, if any, effective accommodation can be made for the employee or applicant, provided the accommodation is reasonable and will not impose an undue hardship on BSI. BSI will comply with the Americans With Disabilities Act.