

<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@urbanaininois.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: 7/31/19</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: Davis-Houk Mechanical, Inc.

d/b/a:

Address: 1801 E. University Avenue, Suite A.

City/State/Zip: Urbana, IL. 61802

Telephone Number(s) include area code: 217-239-0040

Check one of the following

Corporation  Partnership  Individual Proprietorship  Limited Liability Corp.

FEI Number: 20-5501978 Social Security Number:

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

Name: Bradley M. Houk

Address: 402 Ira

City/State/Zip Urbana, IL. 61802

**3. Major activity of your company (product or service):** Mechanical Contractor

**4. Project on which your company is bidding:** Multiple

**5. City of Urbana contact staff assigned to contract:** N/A

## 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 ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>Christine Danielson-Roughton</u> Title: <u>Office Manager</u> Telephone: <u>217-239-0040</u> Email: <u>croughton@davis-houk.com</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I.	Does the company have collective bargaining agreements with labor organizations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**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							
Professionals								
Technicians								
Sales Workers								
Office & Clerical	5	5						
Craft Workers (Skilled)	103	1	1					
Operatives (Semi-Skilled)								
Laborers (Unskilled)	5							
Service Workers	15							
<b>TOTAL</b>	<b>130</b>	<b>6</b>	<b>1</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								
Professionals								
Technicians								
Sales Workers								
Office & Clerical	2	1	1		2			
Craft Workers (Skilled)	8	1	1		42	1	1	
Operatives (Semi-Skilled)								
Laborers (Unskilled)	2				3			
Service Workers					2			
<b>TOTAL</b>	<b>12</b>	<b>2</b>	<b>2</b>		<b>49</b>	<b>1</b>	<b>1</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

Bradley M. Houk, President

Printed Name and Title

scunningham@davis-houk.com

E-mail Address

7/1/2019

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, 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.

## AT-WILL DISCLAIMER

Nothing contained in this Employee Handbook or in any other materials or information distributed by the Company creates a contract of employment between an employee and the Company. Unless provided otherwise by way of collective bargaining agreement or contract executed in writing, employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Company retains that same right. No statements to the contrary, written or oral, made either before or during an individual's employment can change this. No one can make a contrary agreement, except the Company Officers, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the Company Officers and the employee.

As part of the employment at-will policy, the terms and conditions of employment that may be changed with or without cause and with or without advance notice include, but are not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

The policies in this Employee Handbook are intended for all employees of the Company, its divisions and subsidiaries. Davis-Houk Mechanical, Inc. reserves the right to revise, change or terminate policies, benefits or procedures at any time, with or without notice.

## EQUAL EMPLOYMENT OPPORTUNITY

It is our policy not to discriminate against any employee or applicant for employment because of race, sex, color, handicap, national origin, religion, age, marital status, disability, status as a veteran or status as a Vietnam veteran, sexual orientation, gender identity, genetic information, or because they are or are perceived to be a victim of domestic or sexual violence, or any other category protected by applicable law.

This policy applies to all areas of organizational life and personnel administration including, but not limited to, hiring, job assignment, opportunities for training and development, pay, benefits, promotion and demotion, layoff and termination, ethics, and standards of personal conduct.

## ADA POLICY

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Company to comply with all Federal and State laws concerning the employment of persons with disabilities.

It is Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Davis-Houk Mechanical, Inc. will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

### Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.



- "Reasonable accommodation" means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- "Undue hardship" means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of particular facility as well as the entire Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Company; and (8) the relationship of the particular facility to the Company. These are not all of the factors but merely examples.
- "Essential job functions" refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

## PREGNANCY/NURSING MOTHERS

We will not discriminate against an employee because they are pregnant, have recently given birth or because they have a medical or common condition relating to pregnancy or childbirth. We will not retaliate against an employee for requesting reasonable accommodations. If you need an accommodation, you should contact Human Resources so that your needs can be discussed. This is your responsibility.

Accommodations might include, but are not limited to, more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk or time off to recover from your pregnancy.

You are not obligated to accept the accommodations offered. We can request medical documentation that justifies the request and provides dates when it was necessary or when it is likely to end.

The Employer does not have to provide the accommodation of your choice that will pose an undue hardship on the organization. We are not required to create additional employment or discharge or transfer other employees to accommodate a pregnant, disabled or nursing employee. Our goal is to work with all employees to work out an accommodation that will allow employees to work or retain their position while addressing pregnancy issue in a manner that does not disrupt the organization's goals.

## HARASSMENT AND/OR DISCRIMINATION

Davis-Houk Mechanical, Inc. strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, Davis-Houk Mechanical, Inc. prohibits discrimination and/or harassment of our employees. The term "harassment" includes, but is not limited to: slurs, jokes, and other verbal, graphic, or physical conduct that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, gender identity, genetic information, disability, or any other status protected by applicable law. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization.

Furthermore, Davis-Houk Mechanical, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it may also be considered harassment.

The use of text messages for any form of harassment which includes sexually explicit messages, photos, videos and audio as well as any otherwise prohibited text or electronic messages, photos, videos or audio that is offensive based on any other classification prohibited by applicable law or legally protected characteristic is strictly prohibited.

Davis-Houk Mechanical, Inc. expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if any employee feels he/she has been subjected to any other form of harassment and/or discrimination, the employee should firmly and clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should stop at once. The employee also should report any discrimination and/or harassment to his/her immediate supervisor and Christine Danielson. They will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

Davis-Houk Mechanical, Inc. will conduct its investigation in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination will be taken. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, any employee that knowingly makes a false claim of harassment and/or discrimination will be subject to corrective action, up to, and including, termination.

Occasionally, talking with a supervisor, department head, or someone in Human Resources about this conduct is not an option. If an employee feels that his/her complaint has not been or cannot be properly handled, he/she may forward the complaint to Bradley M. Houk and Chris Rennels.

**IMPORTANT NOTICE TO ALL EMPLOYEES:**

*Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.*

You may also file complaints of sexual harassment with State or Federal agencies which conduct independent investigations of complaints of sexual harassment or retaliation. These agencies are:

FEDERAL: Equal Employment Opportunity Commission  
500 West Madison Street  
Suite 2000  
Chicago, IL 60661  
1-800-669-4000

STATE: Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601  
1-312-814-6200

Our policy is designed to identify and solve harassment problems without the need of outside intervention. In many cases, government agencies act only if the Company had knowledge of harassment situations and failed to take internal action. For this reason, you are strongly encouraged to promptly bring concerns about sexual harassment to management's attention so that the issue may be resolved promptly and in a timely manner.

Each of us has a responsibility of maintaining a positive work environment. Each of us should demonstrate by our own conduct, consideration and respect for co-workers and the environment in which we work.

Violation of this policy/ procedure will subject an employee to disciplinary action up to and including immediate discharge.

## FALSIFICATION OF APPLICATION

Information provided on either an application or a resume is the preliminary basis for employment. Therefore, the information contained in it is presumed to be valid and accurate. Falsification of information on either an application or a resume will result in disqualification from job consideration for an applicant and disciplinary action up to and including termination of an employee.