

<p align="center">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.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: ROANOKE CONCRETE PRODUCTS CO.

d/b/a:

Address: 3202 N. LINCOLN AVE

City/State/Zip: URBANA, IL 61802

Telephone Number(s) include area code: 309-698-7882

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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FEI Number: 37-07-68688

Social Security Number:

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

Name: ROANOKE CONCRETE PRODUCTS CO.

Address: 1275 SPRING BAY ROAD

City/State/Zip: EAST PEORIA, IL 61611

3. Major activity of your company (product or service): ready mix conc / masonry

4. Project on which your company is bidding: SUPPLY CONCRETE FOR Public Works

5. City of Urbana contact staff assigned to contract: Wm Collins - Public Works

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>MICHAEL BLUNIER</u> Title: <u>VICE-PRESIDENT</u> Telephone: <u>309-698-7882 ext 4</u> Email: <u>rcpco@frontier.com</u>	X	
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. 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	3	3	3	3								
Professionals												
Technicians												
Sales Workers	2		2									
Office & Clerical	3	3	3	3								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)	72		70				2					
Laborers (Unskilled)	2		2									
Service Workers												
TOTAL	82	6	80	6	—		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: 4-11-18

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs	1							
Professionals								
Technicians								
Sales Workers	1							
Office & Clerical								
Craft Workers (Skilled)	1							
Operatives (Semi-Skilled)	6							
Laborers (Unskilled)								
Service Workers								
TOTAL	9							

*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).

Michael A. Brunier
Signature

MICHAEL A. BRUNIER Vice-Pres.
Printed Name and Title

rcpco@frontier.com
E-mail Address

6-26-18
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 X

NO _____

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 _____

Employment Policies

Equal Employment Opportunity / Affirmative Action Policy

This policy reaffirms the Companies' policies of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

The Companies will not discriminate against any employee or applicant for employment because of race, color or creed, religion, ancestry, national origin, sex, affectional preference, disability, age (40-over), marital status, or status with regard to public assistance.

The Companies will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Companies prohibit the harassment of any employee or job applicant on the basis of their protected class status.

The Companies will commit the necessary time and resources to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The Companies will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of the Companies or its subcontractors who do not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and Plan may be subject to disciplinary action. As well, any subcontractor not complying with all applicable Equal Employment Opportunity /Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof will be subject to appropriate legal sanctions.

I-9 Immigration Reform Policy

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The Companies comply with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

The Companies comply with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked prior to employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work prior to employment, the Companies must terminate his/her employment.

Employment Policies

Harassment Policy

The Companies' policy is to provide a work environment that is free from harassment. Therefore the Companies will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all of the Companies' employees, clients, customers, guests, vendors, and persons doing business with the Companies.

1) Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to the Companies' guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;*
- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*
- *Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

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If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager or the main office.
3. Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the Companies' obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by the Companies to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way may be subject to disciplinary action up to and including immediate termination.

2) It is the Companies' policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Companies will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to the Companies' employees, clients, customers, guests, vendors, and persons doing business with the Companies.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any Company owned or leased parking facility, or at a work-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

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