

April 4, 2018

Vacellia Clark  
Human Relations Officer  
City of Urbana  
400 South Vine Street  
Urbana, IL 61801

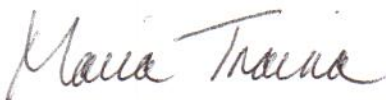
Regarding: Urbana EEO Certificate of Compliance – Renewal – Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors

Attached is the City of Urbana EEO Certificate of Compliance renewal packet.

Western is committed to providing a work environment where all employees are treated with respect and dignity. We utilize the EEOC Technical Assistance Guide to direct us in our efforts to strengthen our diversity within our workforce.

We appreciate your consideration for renewal of the Urbana EEOC Certificate of Compliance. Please feel free to contact me at 314-427-1637 x 8121 if you need additional information.

Sincerely,



Maria Traina  
HR Director

Cc: S. Haas  
J. Rehtin, Jr.

Attachments

<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>	
	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:	Western Waterproofing Company, Inc.		
d/b/a:	Western Specialty Contractors		
Address:	2501 North Colt		
City/State/Zip:	Springfield, IL 62707		
Telephone Number(s) include area code:	217 544-3474		
Check one of the following			
Corporation	<input checked="" type="checkbox"/> Partnership	Individual Proprietorship	Limited Liability Corp.
FBI Number:	43-0634668	Social Security Number:	

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

Name:	Western Construction Group
Address:	1637 N Warson Rd
City/State/Zip:	St. Louis, Mo 63132

<b>3. Major activity of your company (product or service):</b>	masonry and concrete restoration as well as preventative waterproofing of buildings and structures
<b>4. Project on which your company is bidding:</b>	NA

**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>Maria Traina</u> Title: <u>Director of HR</u> Telephone: <u>314 427-1637 x 8121</u> Email: <u>Maria.T@westerngroup.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>	✓	
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?	✓	
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? <b>(If yes, please complete Table B.)</b>	✓	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	✓	



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

NA

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								
Professionals								
Technicians								
Sales Workers								
Office & Clerical	1		1		1		1	
Craft Workers (Skilled)	8		3					
Operatives (Semi-Skilled)								
Laborers (Unskilled)	4		1		3		2	
Service Workers								
<b>TOTAL</b>	13		5		4		3	

\* Minority category includes Females

## 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).

Maria Traina      Maria Traina, HR Director  
Signature                      Printed Name and Title

maria.t@westerngroup.com  
E-mail Address

4/4/18  
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                       NO

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

YES                       NO

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

YES                       NO

CO= 7638851  
 u= R592798

EQUAL EMPLOYMENT OPPORTUNITY  
 2017 EMPLOYER INFORMATION REPORT  
 REPORT - TYPE 8

SECTION B - COMPANY IDENTIFICATION

1. WESTERN CONSTRUCTION GROUP  
 1637 N WARSON RD

SECTION C - TEST FOR FILING REQUIREMENT

2.a. WESTERN SPECIALTY CONTRACTORS 1-Y 2-N 3-Y DUNS NO.:054112891 EIN :430634668  
 2501 COLT RD

SAINT LOUIS, MO 63132

SPRINGFIELD, IL 62707  
 SANGAMON COUNTY  
 c. Y

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 238990 All Other Specialty Trade  
 Contractors

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS			
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRST/MID OFFICIALS & MGRS	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
PROFESSIONALS	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
CRAFT WORKERS	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	16
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS & HELPERS	0	0	1	2	0	0	0	0	1	0	0	0	0	0	0	4
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	22	2	0	0	0	0	1	2	0	0	0	0	0	27
PREVIOUS REPORT TOTAL	0	0	30	3	0	0	0	0	0	2	0	0	0	0	0	35

SECTION F - REMARKS



## Interoffice Memorandum

January 26, 2018

All Western Construction Group Employees:

The purpose of this memorandum is to reaffirm Western Construction Group's commitment to providing a working environment where all employees are treated with respect and dignity. Western Construction Group does not approve of and will not tolerate discrimination or harassment based on race, religion, creed, color, age, sex, sexual orientation, national origin, marital status, disability, veteran status, citizenship status or any other impermissible factor.

Sexual harassment or harassment based on any other protected factor is disrespectful behavior that denigrates the dignity of others. Harassment can occur regardless of the intent of our words and actions. Rather, it depends on the nature of our behavior and how it is regarded (subjectively and objectively) by others. To assist us in maintaining an appropriate work environment, Western has an Equal Employment Opportunity and Anti-Harassment policy all employees are expected to read, understand and comply with at all times. Please take time to study the attached policy, which include examples of prohibited conduct. Please contact your supervisor or Maria Traina, Human Resources Director, at our Home Office by calling 1-314-427-1637 x8121, to discuss any issues.

If in connection with work you observe or are involved, directly or indirectly, with any conduct you believe may not be in compliance with the EEO and Anti-Harassment policy, please contact your Operations Manager, Maria Traina or me.

Each of us has the right to conduct our work free from unlawful interference. We also have the responsibility to help maintain a safe, appropriate workplace, free from violence, discrimination or harassment, and where the dignity of others is respected.

A handwritten signature in black ink that reads 'Ben Bishop, Jr.' followed by a stylized flourish.

Ben Bishop, Jr.  
Chairman/Chief Executive Officer





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## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Western Construction Group, Inc. (Western) and its member companies are equal opportunity employers and will not discriminate in hiring, promotion, training, pay, benefits or other terms and conditions of employment on the basis of an individual's race, religion, creed, color, age, sex, sexual orientation, national origin, marital status, disability, veteran status, citizenship status or any other impermissible factor. It is the responsibility of every manager, supervisor and employee to ensure that discrimination on the basis of any impermissible factor does not occur in the workplace.

### **REASONABLE ACCOMMODATION – DISABILITY**

Western and its member companies will comply with applicable federal, state and local laws requiring reasonable accommodation of a disability. If you believe you require accommodation, please notify Maria Traina, Human Resources Director, at 314-427-1637 x8121.

### **AFFIRMATIVE ACTION**

Consistent with our strong commitment to providing equal employment opportunity, Western and its member companies will also take affirmative action as appropriate to promote diversity in the workforce and to ensure that all employment practices are free of discrimination because of race, color, religion, sex, national origin, age, disability, veteran status or any other protected factor. We will maintain and comply with an Affirmative Action Plan and commit resources to achieving the goals of the Plan. We will take steps to inform recruitment resources and Western's hiring managers that:

- Western is an Equal Opportunity Employer
- Qualified persons must not be denied an opportunity to apply for available positions on the basis of any protected factor.

### **ANTI-HARASSMENT POLICY**

Western is committed to providing a work environment that is free of harassment toward any person and in any form. Sexual harassment or harassment based on an individual's race, religion, creed, color, age, sex, sexual orientation, national origin, marital status, disability, veteran status, citizenship status or any other impermissible factor is a form of illegal discrimination, and will not be tolerated by the Company. The prohibition against harassment of employees includes improper harassment in the workplace by another employee or employees and/or by third parties (vendors, customers, visitors and others at the work site).

#### **Sexual Harassment – Prohibited Conduct**

Sexual harassment may occur where there is unwelcome conduct of a sexual nature, and/or unwelcome conduct is directed at someone because of his/her sex, including unwelcome sexual advances, requests for sexual favors, and other verbal and physical behavior that is sex-related and/or denigrates a person because of his/her sex, when:

- Submission to such conduct is made explicitly or implicitly a condition of an individual's employment or is used as a basis for an employment decision affecting the individual; or
- The harassment is sufficiently severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creates a hostile, intimidating or offensive work environment for the individual.

Unwelcome, inappropriate and/or offensive behavior directed at someone because of his/her sex or because of any other protected factor may violate this policy and will not be tolerated, regardless of whether it is sufficiently severe or pervasive to constitute unlawful harassment.

#### Other Forms of Prohibited Conduct

Conduct in the workplace based on an individual's race, age, religion, national origin, disability, or any other protected factor that is harassing in nature, is similarly prohibited. This can include, but is not limited to: crude or offensive language or jokes, verbal abuse, possession, distribution or display of offensive objects, messages, pictures, photographs, posters, drawings and graffiti, (including by the use of the Company's communication systems, ie. e-mail and voice mail).

#### **Reporting Procedure**

If you believe you are being sexually harassed or subjected to harassment or discrimination based on any other protected factor, or if you observe such harassment or discrimination of others, report the incident to your supervisor immediately. Job site employees should report any incident to their Superintendent. If you feel it would be inappropriate to discuss the incident with your supervisor or Superintendent, or if your supervisor or Superintendent is the subject of your complaint, contact Maria Traina in the Human Resources Department at 1-314-427-1637, Ext. 8121 immediately.

No manager or supervisor at any level has the authority to take any action that is unlawfully harassing or discriminatory against any employee. Any manager or supervisor who becomes aware of conduct which may constitute unlawful harassment and fails to report the matter or take appropriate action to address such conduct will be subject to disciplinary action up to and including termination.

Reports of alleged harassment will be investigated and will be handled, to the extent possible, in a confidential manner. Disclosure regarding such matters will be on a need-to-know basis, consistent with the rights of all persons involved, and with the obligation of Western to investigate the report and, when necessary, to take prompt and appropriate remedial action.

Employees who knowingly give false information or knowingly make false complaints, will be subject to disciplinary action up to and including termination.

#### **Prohibition Against Retaliation**

The Company will not tolerate any improper retaliation against any employee who makes a good faith report or complaint about perceived acts of harassment or discrimination, or who cooperates in the investigation of a discrimination or harassment complaint. Any employee who is found to be engaging in any kind of unlawful discrimination, harassment or retaliation against any other employee, will be subject to appropriate disciplinary action up to and including termination.

# 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.