

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: National Restoration Systems, Inc.

d/b/a:

Address: 1500 Hicks Rd., Ste. 200

City/State/Zip: Rolling Meadows, IL 60008

Telephone Number(s) include area code: 847-483-7700

Check one of the following

Corporat ion	<input checked="checked" type="checkbox"/>	Partnershi p	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 36-3840676

Social Security Number:

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

Name: Ron Reagan

Address: 1500 Hicks Rd., Ste. 200

City/State/Zip: Rolling Meadows, IL 60008

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

4. Project on which your company is bidding: 111 W Main St. Parking Deck

5. City of Urbana contact staff assigned to contract: William R. Gray

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>Maureen Dell</u> Title: <u>Secretary/Treasurer</u> Telephone: <u>847-483-7700</u> Email: <u>maureen@nrsys.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) 384-2466 or terent@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.	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

Please complete the company work force 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	2		2									
Professionals												
Technicians												
Sales Workers	1		1									
Office & Clerical	2	2	2	2								
Craft Workers (Skilled)	41		21		1		19					
Operatives (Semi-Skilled)	2		2									
Laborers (Unskilled)												
Service Workers												
TOTAL	48	2	28	2	1		19					
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: <u>08/19/2015</u>												

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)	1				1			
Operatives (Semi-Skilled)								
Laborers (Unskilled)	6				2			
Service Workers								
TOTAL	7				3			

*Totals included under 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					1			
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)					8		4	
Laborers (Unskilled)					2		1	
Service Workers								
TOTAL	-	-	-	-	11	-	5	-

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

Ron Reagan

Typed Name and Title

08/20/2015

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

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384- 2426 (fax) terent@city.urbana.il.us </p>	Office Use Only (05/13)	
	Requested by:	Date:
	Approved by:	Date:
	Certification	
	Date:	
	Certificate Expiration Date:	



NATIONAL RESTORATION SYSTEMS

1500 Hicks Road • Suite 200 • Rolling Meadows, IL 60008
Phone (847) 483-7700 • Fax (847) 483-7701

NATIONAL RESTORATION SYSTEMS, INC. AFFIRMATIVE ACTION PLAN

Policy Statement

It is the policy of National Restoration Systems, Inc. not to discriminate against any employee or applicant because of:

race	sex	less than honorable discharge
religion	disability	physical appearance
marital status	national origin or ancestry	sexual orientation
age	income level or source of income	political beliefs
color	arrest record or conviction record	student status

We shall take affirmative action to insure that applicants and employees are treated without regard to race, religion, color, age, marital status, disability, sex or national origin. Such action shall include, but not be limited to:

Employment	layoff or termination
Upgrading	rates of pay or other forms of compensation
demotion or transfer	selection for training including apprenticeship insofar
recruitment or recruitment advertising	as to within our control

We will maintain a harassment-free work environment for all employees. We will require our employees to comply with this policy statement and affirmative action plan.

Staff Responsibility

Our Chief Executive Officer, Ron Reagan, President, is responsible for implementation of our Affirmative Action Plan. Maureen Dell, Secretary/Treasurer, has been designated as our Equal Employment opportunity/Affirmative Action Officer and is responsible for internal monitoring, data compilation and reporting on compliance.

Subcontractors

We agree not to discriminate against any subcontractor or person who offers to subcontract on any contract with us because of race, religion, color, age, disability, sex or national origin. We are committed to increasing our utilization of Small Business Enterprises (SBEs), including those owned by racial/ethnic affirmative action group members and women, as subcontractors. We will take affirmative measures to increase subcontracting opportunities to these businesses. We will require similar efforts from those companies with which we do business. We commit to the following:

1. Providing SBEs, MBEs, WBEs and DBEs maximum feasible opportunity to compete for subcontracting opportunities; and
2. Making a good faith effort to increase our overall utilization of SBEs, MBEs, WBEs and DBEs as subcontractors, vendors and suppliers and to ensure that SBEs, MBEs, WBEs and DBEs receive an equitable share of our business.

Personnel and Other Employment-related Policies

We will have non-discriminatory personnel and employment related policies. These policies and practices will be applied in a fair and uniform manner to achieve equal employment opportunity. We will continuously review our personnel and employment-related policies and procedures. We will take whatever action is necessary to correct those, which are found to be discriminatory and/or have a disparate impact on racial/ethnic affirmative action group members and women.

Goals and Time Table

The goal of this affirmative action plan is to achieve a balanced work force, which employs racial/ethnic affirmative action groups and women throughout all job categories. We have analyzed our current workforce. Based upon our projections of changes in the workforce and the availability of racial/ethnic affirmative action groups and women we have set goals for the coming year. This data is contained in the Workforce Analysis and Goals Sheet accompanying this plan. We understand that we are expected to make good faith efforts to eliminate wage disparities and to document these efforts.

No Private Cause of Action

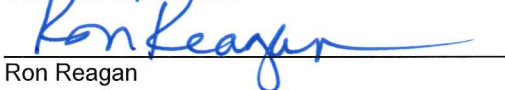
This plan is not intended to create a private right of action by or on behalf of any employee or applicant for employment based upon a claim that this plan has not been complied with. An employee or applicant for employment who claims a violation of this plan may file a complaint.

Acknowledgment

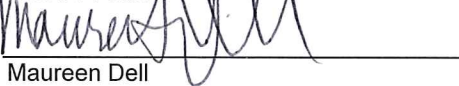
On behalf of National Restoration Systems, Inc. the undersigned acknowledges that he/she has read, reviewed and adopted this affirmative action plan and agrees to be bound by it. Further, the information provided herein is accurate and true to the best of this employer's ability.

Submitted at Rolling Meadows, Illinois this 8 day of September, 2015

Chief Executive Officer


Ron Reagan

EEO/AA Officer


Maureen Dell



NATIONAL RESTORATION SYSTEMS

1500 Hicks Road • Suite 200 • Rolling Meadows, IL 60008
Phone (847) 483-7700 • Fax (847) 483-7701

SEXUAL HARASSMENT POLICY STATEMENT

It is the responsibility of each individual employee to refrain from sexual harassment and it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of sexual nature when:

1. submission to such conduct is made either explicitly or implicitly 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 to substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights act of 1964, as amended in 1991. One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- 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 or kissing, pinching, brushing the body, coerced sexual intercourse or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine; however, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man," depending upon the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms as "honey," "darling," and "sweetheart," is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

- “That’s an attractive dress you have on.”
- “That’s an attractive dress. It really looks good on you.”
- “That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is most likely to be perceived as sexual harassment depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. 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/organization 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.

The courts have found companies/organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with a company/organization, such as a contractor, customer, sales representative or repair person)

Liability is based either on a company’s/organization’s responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the company/organization. As such, supervisors must act quickly and responsibly, not only to minimize their own liability but also that of the company/organization.

RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION

It is hoped that most sexual harassment complaints and incidents can be resolved within a company/organization. However, 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(s) 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) 353-2713 Chicago District Office
(800) 669-4000 Toll Free Within 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 alleged 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.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

From: [Maureen Dell](#)
To: [Bautista, Alex \(Hortencio\)](#)
Cc: [Weck, Anthony](#)
Subject: RE: RE: RFI - Request for Information - Application for Urbana EEO Certificate of Compliance
Date: Tuesday, September 08, 2015 12:33:48 PM
Attachments: [NRS Affirmative Action Plan.pdf](#)
[NRS Sexual Harrassment Policy.pdf](#)

Alex,

See my answers in Red below.

Maureen Dell

NATIONAL RESTORATION SYSTEMS, INC.

1500 Hicks Rd., Ste. 200
Rolling Meadows, IL 60008
847-483-7700 phone
847-483-7701 fax
maureen@nrsys.com

From: Bautista, Alex (Hortencio) [mailto:habautista@urbanaillinois.us]
Sent: Tuesday, September 08, 2015 11:06 AM
To: Maureen Dell <maureen@nrsys.com>
Cc: Weck, Anthony <acweck@urbanaillinois.us>
Subject: RE: RE: RFI - Request for Information - Application for Urbana EEO Certificate of Compliance

Marueen,

I am attaching a copy of the application that was submitted to our office, in case you need to reference it.

Thank you,
Alex

- - -

H. Alex Bautista | Interim Human Relations Officer
Human Relations Office | **CITY OF URBANA**
400 South Vine Street, Urbana, IL 61801
Ph: (217) 384-2466, Fx: (217) 384-2426
Email: habautista@urbanaillinois.us | Website: www.urbanailinois.us

From: Bautista, Alex (Hortencio)
Sent: Tuesday, September 08, 2015 10:51 AM
To: 'maureen@nrsys.com'
Cc: Weck, Anthony
Subject: RE: RE: RFI - Request for Information - Application for Urbana EEO Certificate of Compliance

Maureen,

Please cc my assistant, Mr. Tony Weck, in your reply as I will be in and out of the office.

Thank you,
Alex

- - -

H. Alex Bautista | Interim Human Relations Officer

Human Relations Office | **CITY OF URBANA**

400 South Vine Street, Urbana, IL 61801

Ph: (217) 384-2466, Fx: (217) 384-2426

Email: habautista@urbanailinois.us | Website: www.urbanailinois.us

From: Bautista, Alex (Hortencio)

Sent: Tuesday, September 08, 2015 10:50 AM

To: 'maureen@nrsys.com'

Subject: RE: RFI - Request for Information - Application for Urbana EEO Certificate of Compliance

Importance: High

CITY OF URBANA | HUMAN RELATIONS OFFICE

RE: RFI - Request for Information - Application for Urbana EEO Certificate of Compliance

Dear Marueen,

I write with regards to your company's Application for Urbana EEO Certificate of Compliance. After a review of your application, we have taken note of the following question:

- 1) Applicant did not include your company's EEO Statement/Policy. Please email us a copy of this document. (Attached)
- 2) Applicant did not include your company's Sexual Harassment Statement/Policy. Please email us a copy of this document. (Attached)
- 3) Applicant answered "No" to Question J. If the company has not notified labor organizations of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana, is it able to do so upon the award of a contract? Yes

If you would, please forward this information to me by 3:00 p.m. today so that your submittal may be considered complete and forwarded to the Urbana Human Relations Commission for consideration and potential approval.

If you have any questions, please don't hesitate to contact me. Thank you.

Thank you,
Alex

- - -

H. Alex Bautista | Interim Human Relations Officer

Human Relations Office | **CITY OF URBANA**

400 South Vine Street, Urbana, IL 61801

Ph: (217) 384-2466, Fx: (217) 384-2426

Email: habautista@urbanailinois.us | Website: www.urbanailinois.us