

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaindinois.us	Office Use Only (03/15)	
	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

I. Company Name and Address:

Name: Chris and Company, Inc

d/b/a:

Address: 1739 County Rd 2400 North

City/State/Zip: Thomasboro, IL 61878

Telephone Number(s) include area code: 217-643-7200

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: 32-0200987 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): Landscape

4. Project on which your company is bidding: mowing/hauling

5. City of Urbana contact staff assigned to contract: Jason Arrasmith

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>Christopher Drewes</u> Title: <u>President</u> Telephone: <u>217-643-7200</u> Email: <u>chris@chrisandcompanyinc.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO 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?		
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	1		1									
Professionals												
Technicians												
Sales Workers												
Office & Clerical		1		1								
Craft Workers (Skilled)	1		1									
Operatives (Semi-Skilled)												
Laborers (Unskilled)	1		1									
Service Workers												
TOTAL	3	1	3	1								

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: 11-8-10

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								
Office & Clerical								
Craft Workers (Skilled)	1							
Operatives (Semi-Skilled)								
Laborers (Unskilled)	1							
Service Workers								
TOTAL	3							

*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)	1				1			
Service Workers								
TOTAL	1				1			

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).

Chris Drewes
Signature

Christopher Drewes - President
Printed Name and Title

chris@chrisandcompanyinc.com
E-mail Address

11-8-16
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 ☐

CHRIS & COMPANY, INC.
Personnel Manual

Equal Employment Policy

We have an obligation to our clients to determine realistically our needs for employees and to select the best qualified, available personnel. We shall hire, promote, compensate and provide terms, conditions, and privileges solely on the basis of the Company's personnel requirements and each individual's qualifications. In fulfilling our obligations, we will not practice, tolerate, or condone discrimination because of race, color, religion, sex, national origin, age, or handicap.

Drug-Free Workplace Policy

It is the policy of Chris & Company, Inc. to maintain a drug-free workplace in compliance with applicable state and federal laws. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline and/or required to satisfactorily complete a drug rehabilitation program as a condition of employment.

Sexual Harassment Policy

This policy applies to all Company members. Reprisals against those who file complaints under this policy will not be tolerated. If the company determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. Any company member functioning in a supervisory or management position who receives a complaint and does not act on it under the procedures of this policy will also be subject to disciplinary action, including dismissal.

Occasional compliments of a socially acceptable manner or statements or acts that are acceptable to all elements of society are not sexual harassment. Sexual harassment includes repeated statements or acts that are considered offensive to some people. What may constitute sexual harassment may differ from person to person.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature when:

- Submission to such conduct is either implied or stated to be a term or condition of employment or a factor in the evaluation of the employee's performance, salary, promotability, or any other component of employment.
- Such conduct interferes, either directly or indirectly, with an employee's

work performance by creating a hostile, offensive, or intimidating working environment.

Verbal harassment is sexually vulgar language, jokes of an offensive sexual nature, sexual propositions or threats, remarks about an individual's anatomy, or derogatory comments about gender or sexual orientation.

Nonverbal harassment is distribution of written or graphic sexual material, sexually oriented magazines or posters, displays of nude pictures, or other words or depictions of a sexual nature.

Physical harassment is touching in a sexual manner or invading personal privacy, especially the intentional touching of breasts, genital areas, or buttocks and includes threats to take such actions.

Responsibilities

Employees. Any employee who feels sexually harassed by a supervisor, manager, coworker, subordinate, client, or other person should proceed as follows:

- Tell the offending individual(s) to stop the conduct. State your objection to the action and the specific behavior to which you object. Have a witness present if possible. Also note the time and date of the discussion and write a summary of what you said and how the offender responded. If the individual is uncomfortable conducting such a discussion with the harassing individual(s), state your objections in writing and keep a copy.
- An individual who feels uncomfortable confronting the offending party in person or in writing may proceed directly to this step, but should still maintain a log of occurrences. If the first step does not resolve the problem, or if you fear reprisals will result from a complaint, immediately voice your complaint to your supervisor, the company's personnel manager, a partner, or any other supervisor. You have a right to discuss your complaint with a superior with whom you feel comfortable. All complaints will be handled in a timely fashion with a prompt and thorough investigation. Your complaint and all the details of the investigation will be treated as discreetly as possible. The company will attempt to do the utmost to protect the privacy of the complainant and will also attempt to protect the integrity of anyone who may have been wrongfully accused of sexual harassment.
- An individual who receives a complaint will contact the personnel officer (or the person who will conduct the investigation). The alleged harasser and named witnesses will be contacted. The investigators will determine guilt or innocence and recommend any disciplinary action to the managing partner(s). Any partner involved in the harassment will be excluded from the decision-making process regarding the penalty to be imposed. Both the victim and the alleged harasser will receive copies of the investigator's findings. Whereas the investigation should be thorough and complete, in only the most unusual circumstances will it take longer than 10 days.

- Throughout the investigation and after the determination of penalty, if any, the complainant will be assured there will be no reprisals from any company member. A complainant's career will not be adversely affected by the outcome of the investigation.
- Appeals of the investigators' findings may be made to the managing partner(s). Any managing partner involved in the harassment is excluded from the appeal decision process.
- Details of the investigation will be released only in the event of a court proceeding.

Management. All management personnel within the company have the following responsibilities:

- Refrain from all forms of discrimination or harassment at all times.
- If observing sexually harassing conduct, ask the offending individual(s) to stop immediately, explaining what the conduct is and how it offends.
- If the conduct continues or recurs, file an official complaint with the appropriate person.

I have received and read the updated personnel manual completely. Any questions that I may have had about the Company's policies and procedures were adequately answered.

Employee Name

Employee Signature

Date