

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.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: <u>MTI Distributing, Inc.</u>			
d/b/a:			
Address: <u>4830 Azelia Ave. N. Suite 100</u>			
City/State/Zip: <u>Brooklyn Center, MN 55429</u>			
Telephone Number(s) include area code: <u>763-592-5600</u>			
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"/>
FEI Number: <u>41-1939333</u>		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): <u>Farm & Garden Equipment</u>			
4. Project on which your company is bidding:			
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 ?	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>Christine Anderson</u> Title: <u>HR Manager</u> Telephone: <u>763-592-5632</u> Email: <u>chnis.anderson@mtidistributing.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.		
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?		
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?	N/A	
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

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	1						
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	1	2	0	0	0	0	0	0

*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	1							
Professionals								
Technicians								
Sales Workers	3	2			1	2		
Office & Clerical	1					1		
Craft Workers (Skilled)	1				4			
Operatives (Semi-Skilled)	1				3			1
Laborers (Unskilled)	11	1	7	1	18	2	10	2
Service Workers								
TOTAL	18	3	7	1	26	5	10	2

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).

Christine Anderson
Signature

Christine Anderson, HR Manager
Printed Name and Title

chris.anderson@mhcdistributing.com 7/28/16
E-mail Address 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 _____

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 or 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.



EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT

This statement is to affirm MTI Distributing, Inc.'s (MTI) policy on providing equal employment 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.

MTI does not discriminate against any applicant for employment or employee because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age (over 40), physical, sensory or mental disability, marital status or status with regard to public assistance for any position for which the applicant or employee is qualified.

MTI maintains a zero tolerance policy for harassment of or by any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age (over 40), physical or mental disability, marital status or status with regard to public assistance. Any employee of MTI who fails to comply with the company's EEO and/or AA policies and procedures as set forth in this statement and plan is subject to disciplinary action.

MTI takes affirmative action to ensure that employment practices, including hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation and selection for training, are free of discrimination and harassment.

MTI commits the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

MTI's President, Joh McPhee, supports this affirmative action program and has appointed Christine Anderson as MTI's EEO Coordinator. The EEO Coordinator's responsibilities include implementing an internal audit and reporting system to monitor and measure the effectiveness of MTI's equal employment opportunity efforts and report to executive management on this and any needs for remedial action.

MTI maintains affirmative action plans for minorities, women, individuals with disabilities and protected veterans. Any questions regarding these plans or the company's equal opportunity policy should be directed to the EEO Coordinator who is responsible for the implementation of the plan. All employees are responsible for supporting the concept of equal employment opportunity and affirmative action, and assisting and cooperating in meeting our plan goals.

If you wish to view MTI's plans, contact the EEO Coordinator during normal business hours.





HARASSMENT, SEXUAL HARASSMENT AND OFFENSIVE BEHAVIOR

Revised 10/29/15

MTI Distributing is committed to providing a workplace that is free of discrimination, harassment and offensive behavior. All employees are expected to treat their co-workers, subordinates, supervisors and others in the workplace with respect. In line with this commitment, MTI prohibits discrimination or harassment for any reason including, but not limited to a person's: race, color, religion, sex, age, national origin, veteran/ military status, disability status, genetic information or any other legally protected characteristic.

This policy applies to employees, applicants for employment, and temporary or contract workers, as well as customers, suppliers, vendors, visitors or any other person associated with MTI.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or visual materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

One type of harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or sexual or gender-based verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment; or
- the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

Sexual harassment includes unwelcome sexual or gender-based behavior by either men or women toward either men or women. Examples of behavior that could be sexual harassment include, but are not limited to:

- sexual flirtations, advances or propositions;
- verbal abuse that is sexual or gender-based;
- subtle pressure or requests for sexual favors;
- unnecessary touching or physical closeness;
- graphic or suggestive comments about a person's appearance or lifestyle;
- using degrading sexual or gender-based words to describe a person;
- displaying or sending sexually suggestive or gender-based objects (including pornography of any type), pictures or images or written words through any medium, including email, in person, or interoffice mail;
- physical assault

Anyone who believes he or she has experienced or observed discriminatory, harassing or offensive behavior prohibited by this policy should object to the behavior.

All reports will be taken seriously and investigated in as prompt and confidential a manner as possible. Employees found to have violated MTI's harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. MTI Distributing also prohibits retaliation against anyone who reports behavior prohibited by this policy or who participates in an investigation under this policy.

MTI expects everyone in its workplace to support this commitment to a workplace free from discriminatory, harassing and offensive behavior by behaving in a way that is consistent with the intent and spirit of this policy.