

<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: Crawford, Murphy & Tilly, Inc.

d/b/a:

Address: 2750 W. Washington

City/State/Zip: Springfield, IL 62702

Telephone Number(s) include area code: 217-787-8050

Check one of the following

Corporation Partnership Individual Proprietorship Limited Liability Corp.

FEI Number: 37-0844662 Social Security Number:

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

Name: Same as above

Address:

City/State/Zip

3. Major activity of your company (product or service): Professional engineering services on aviation, highway, bridges, water, wastewater & land development projects.

4. Project on which your company is bidding: N/A

5. City of Urbana contact staff assigned to contract: N/A

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>Bernard D. Held</u> Title: <u>Sr. Vice-President, EEO Officer</u> Telephone: <u>(630) 820-1022</u> Email: <u>bheld@cmtengr.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. 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.	✓	
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?	✓	
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?		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.)		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	✓	

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	78	10	76	10	0	0	0	0	2	0	0	0
Professionals	93	32	85	25	2	1	1	1	5	5	0	0
Technicians	38	3	33	3	2	0	1	0	1	0	1	0
Sales Workers												
Office & Clerical	1	12	1	12	0	0	0	0	0	0	0	0
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	210	57	195	50	4	1	2	1	8	5	1	0
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>June 30, 2017</u>												

CMT does not have current work with the city of Urbana. Work has been put on hold temporarily.

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)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*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	4	0	1	0	2	1	0	0
Professionals	10	3	1	0	16	4	1	1
Technicians	4	0	0	0	3	1	0	0
Sales Workers								
Office & Clerical	0	3	0	0	0	1	0	0
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	18	6	2	0	21	7	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).

Kristine M. Allen

Digitally signed by Kristine M. Allen
DN: cn=Kristine M. Allen, o=Crawford,
Murphy & Tilly, Inc., ou,
email=kallen@cmtengr.com, c=US
Date: 2017.07.10 16:25:00 -0500

Signature

Kristine M. Allen, Human Resources Manager

Printed Name and Title

kallen@cmtengr.com

E-mail Address

July 10, 2017

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

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.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of CMT to provide equal employment opportunities without regard to race, color, sex, age, religion, national origin, sexual orientation, disability, military service, or any other protected status under applicable Federal or State law, rule or regulation. In addition, CMT prohibits retaliation against any person for alleging, testifying or participating in an investigation, proceeding or hearing involving discriminatory acts. However, an employee providing information that is deemed to have been a false or frivolous charge is a severe offense that can result in a disciplinary action.

This policy applies to all areas of employment including recruitment, hiring, training, professional development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws, and with the basic dictates of human dignity.

CMT is fully committed to this policy, and all employees are expected to participate in the implementation of CMT's Affirmative Action Program. All matters concerning equal employment opportunity should be discussed with the Equal Employment Opportunity (EEO) Officer, who periodically reviews the company's progress in these areas. A full text of the company Affirmative Action Program is available for review in the EEO Officer's office. The CMT Equal Employment Opportunity, Affirmative Action Statement of Policy is presented at the end of this section.

FAIR TREATMENT

Every person has the right to discuss work-related problems with his or her employer. CMT has an obligation to try to understand these problems and to endeavor to quickly resolve them in a satisfactory manner.

CMT encourages communication between employees at all levels. To ensure a prompt and fair response to any comment or suggestion an employee may have, the following steps have been established:

- Discuss the matter with your Group Manager or Office Manager first. The issue should be discussed openly, honestly and in a timely manner with both parties striving to reach a mutually satisfactory solution.
- If, for some reason, you do not wish to discuss the matter with your Group Manager or Office Manager, or if the results obtained are not resolved satisfactorily in your opinion, you are urged to contact the Human Resources Manager or an officer or director of the company. A written statement should be provided, to include a summary of the concern, inclusive of what the issue is regarding, and where, when and how the event occurred.

The way to resolve any matter is to make it known and give it a complete and honest hearing. This will promote mutual understanding, respect and cooperation, so that each person can contribute to the best of his or her ability.



SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited under both Title VII of the Civil Rights Act of 1964 and the state's Human Rights Acts.

CMT expressly prohibits sexual harassment of its employees. Sexual harassment is prohibited by both state and federal law and will not be tolerated in the work environment. It is in the victim's best interest to directly inform the harasser that the conduct is unwelcome and must stop. All employees are urged to promptly report any sexually harassing conduct that they become aware of, incur or witness. Any employee who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the Office Manager, Human Resources Manager, or any officer or director of the company. Retaliation or discrimination against an employee for making a complaint about sexual harassment is prohibited by law. A confidential investigation of any complaint will be undertaken immediately to obtain a detailed written account of the reported allegation.

An employee found by CMT to have sexually harassed another employee will be subject to appropriate disciplinary sanctions ranging from verbal warning up to and including termination. CMT recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all of the evidence received. CMT also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. The U. S. Equal Employment Opportunity Commission (EEOC) and the Illinois Department of Human Rights (IDHR) provide the following definition of sexual harassment: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when (1) submission to such conduct is either overtly expressed or subtly suggested, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Examples of sexual harassment include, but are not limited to:

- Verbal - Sexual innuendos, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
- Non-Verbal - Making suggestive or insulting noises, obscene gestures, whistling, leering or the presence of pornographic materials.

- Physical - Touching, pinching, brushing the body, coercing sexual intercourse or assault.
- Visual - Posters, signs, pin-ups, or slogans of a sexual nature.

It is hoped that most sexual harassment complaints and incidents can be resolved within CMT. However, an employee has the right to contact the state Department of Human Rights or the U. S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. The complaint must be made within 180 days of the alleged incident(s). A complaint with EEOC must be filed within 300 days. In addition, an employee who is suddenly transferred to a lower paying job or passed for promotion after filing a complaint with the state or EEOC may file a retaliation charge, also due within 180 days of the alleged retaliation to the state Department of Human Rights or within 300 days of the alleged retaliation to the EEOC.

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 to the accused, a false and frivolous charge is a severe offense that can itself result in a disciplinary action.

Charges of sexual harassment may be filed with any of the following agencies:

1. Illinois Department of Human Rights
(217) 785-5100 – Springfield
(312) 814-6200 – Chicago
www.state.il.us/dhr
2. Indiana Civil Rights Commission
1-800-628-2909
www.in.gov/icrc
3. Missouri Commission on Human Rights
1-877-781-2436
www.labor.mo.gov/mohumanrights
4. Ohio Civil Rights Commission
1-888-278-7101
www.crc.ohio.gov
5. Florida Commission on Human Relations
1-850-488-7082
www.fchr.state.fl.us
6. U. S. Equal Employment Opportunity Commission
1-800-669-4000
www.eeoc.gov



EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION

STATEMENT OF POLICY

It is the policy of Crawford, Murphy & Tilly, Inc. not to discriminate, and to take affirmative action to employ, and to treat in employment, all persons, regardless of race, color, sex, age, religion, national origin, ancestry, disability or any other protected status under applicable Federal or State law, rule or regulation. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

As Chairman and CEO of Crawford, Murphy & Tilly, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure its dissemination and implementation throughout all levels of the company, I have selected Bernard D. Held, Senior Vice-President, as EEO Officer for Crawford, Murphy & Tilly, Inc.

In furtherance of its policy of Affirmative Action and Equal Employment Opportunity, Crawford, Murphy & Tilly, Inc. has developed a written Executive Order Affirmative Action Program, which contains specific and results-oriented procedures to which Crawford, Murphy & Tilly, Inc. is committed to apply every good faith effort. Procedures without effort to make them work are meaningless, and effort, undirected by specific and meaningful procedures is inadequate. Such elements of Crawford, Murphy & Tilly, Inc.'s Affirmative Action Programs which will enable applicants and employees to know of and avail themselves of its benefits will be available for review, upon request, during normal business hours (8:00 am - 5:00 pm) from the EEO Officer. I invite all applicants for employment and all employees to review these programs, and to become aware of the benefits they provide.

Daniel R. Meckes

Daniel R. Meckes
Chairman, CEO and President
Crawford, Murphy & Tilly, Inc.
Springfield, Illinois

January 1, 2017

Date