

<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>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
<b>Certificate Expiration Date:</b>		

**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 Power Rodding Corp.

d/b/a:

Address: 2500 W. Arthington St.

City/State/Zip: Chicago, IL 60612

Telephone Number(s) include area code: 312-666-7700

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: 36-2933140	Social Security Number:
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**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):** Sewer Cleaning and Televising

**4. Project on which your company is bidding:** TBD

**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>William T. Kreidler</u> Title: <u>President</u> Telephone: <u>312-666-7700</u> Email: <u>office@nationalpowerrodding.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. <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>	X	
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>	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?	X	
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>		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	X	



\*\*\*\*\*TBD\*\*\*\*\*

**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								
<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.**

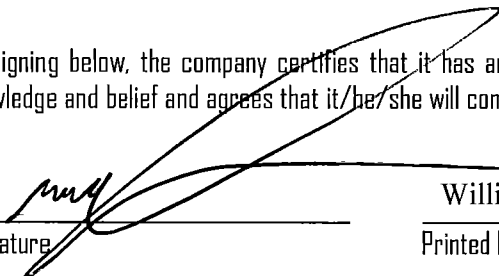
**TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT.**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	4	1			1		1	
Professionals	1					2		
Technicians					3		3	
Sales Workers	2							
Office & Clerical		4			1			
Craft Workers (Skilled)		1			11	1	3	1
Operatives (Semi-Skilled)								
Laborers (Unskilled)	3		3					
Service Workers								
<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>3</b>		<b>16</b>	<b>3</b>	<b>7</b>	<b>1</b>

## 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



William T. Kreidler, President

Printed Name and Title

office@nationalpowerrodding.com

E-mail Address

9/25/17

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

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EQUAL EMPLOYMENT OPPORTUNITY  
2016 EMPLOYER INFORMATION REPORT  
INDIVIDUAL ESTABLISHMENT REPORT - TYPE .

SECTION C - TEST FOR FILING REQUIREMENT

SECTION B - COMPANY IDENTIFICATION  
1. Carylton Corp  
2500 W Arthington St  
Chicago, IL 60612

2a. National Power Rodding Corp  
2500 W Arthington St  
Chicago, IL 60612

1-Y-2-Y 3-Y DUNS NO.: 089069975 EIN: 0

Cook County  
c. Y

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 561499 All Other Business Support  
Services

as of July 9, 2016

SECTION D - EMPLOYMENT DATA

Job Categories	Hispanic or Latino		Not Hispanic or Latino										Overall Totals			
			***** Male *****					***** Female *****								
	Male	Female	White	Black or African/Amer	Native Hawaiian or P.I.	Asian	Amer Indian or Alaskan	Two or More Races	White	Black or African/Amer	Native Hawaiian or P.I.	Asian		Amer Indian or Alaskan	Two or More Races	
Executive/Sr			1													1
First/Mid	1		1													2
Professional			3						2							5
Technician	3					1										4
Sales			1													1
Administrative		3	2					1								6
Craft	33		24	8				1								66
Operative																0
Laborer																0
Service		1														1
<b>Total</b>	<b>37</b>	<b>4</b>	<b>32</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>86</b>
Prev report total	43	5	38	10	0	1	0	0	6	1	0	0	0	0	0	104

- Manhole Rehabilitation
- Hydro & Air Vacuum Excavation
- Chemical Cleaning
- Dry Ice Blast Cleaning
- Sewer System Evaluations (Flow Monitoring and Smoke Testing)
- Cured –In-Place-Pipe (CIPP) Spot Repairs
- Infiltration Control (Chemical Grouting)
- Root Removal

It is the policy of this Company to always comply with applicable environmental laws and regulations in performing its work.

It is the purpose and responsibility of the Company to provide the labor, supervision and equipment required to perform these services for our customers. It is also the intent and responsibility of the Company to provide its employees with the equipment, material and supplies needed to perform these services safely and in the most effective and efficient manner possible.

## **B. EQUAL EMPLOYMENT OPPORTUNITY**

National Power Rodding Corp. is proud to be an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified applicants and employees without regard to their race, color, religion, sex, sexual orientation, gender identity, marital or civil union status, age, national origin, ancestry, disability, handicap, genetic information, citizenship, military or veteran status, or on any other basis prohibited by law.

The Company is committed to providing reasonable accommodations when necessary for all employees and/or applicants with disabilities or handicaps, provided the individual is otherwise qualified to perform the essential functions of the job. Further, if you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your pregnancy. (For employees working in Illinois, for more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at [www.illinois.gov/dhr](http://www.illinois.gov/dhr), or refer to the posted “Pregnancy Rights Notice.”) The Company is also committed to providing reasonable accommodations of an employee’s religious practices which do not result in an undue hardship on the conduct of the company’s business. You are encouraged to discuss your need for a reasonable accommodation with the Office Manager and/or your supervisor.

If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of management through the Complaint Procedure contained in this Handbook, or by approaching any member of management with whom you would feel comfortable discussing your complaint.

## C. ANTI-HARASSMENT / SEXUAL HARASSMENT POLICY

### 1. Anti-Harassment

It is the policy of National Power Rodding Corp. that no individual shall be subject to harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, marital or civil union status, age, national origin, ancestry, disability, handicap, genetic information, citizenship, military or veteran status, or on any other basis prohibited by law. This type of harassment is illegal and is prohibited by the law. Everyone who works with us is expected to respect the policy and to help ensure that our work environment is free from harassment. Such conduct, whether by a fellow employee, visitor, or other people with whom we do business, will not be tolerated. The activities described in this anti-harassment policy are unlawful and serve no legitimate purpose; they have a disruptive effect on your ability to perform your job and they undermine the integrity of the employment relationship.

Although it would be impossible to provide a definition that would cover every form of unlawful harassment, such harassment has been found to include the following:

#### a. Sexual Harassment

Acts considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, especially where the unwelcome comments or conduct are of a sexual nature or are non-sexual in a nature but are repeated and directed at a person solely because of, or on the basis of, his or her sex.

Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to, sexual advances; propositions; sexually suggestive gestures; sexual jokes; off-color language; vulgar language; touching; physical assault; possessing, distributing, or posting sexually explicit or suggestive magazines, pictures, posters, objects, or material; derogatory comments about gender; reference to a person's body parts; requests for sexual activity; and/or sexually explicit conversation.

#### b. Other Unlawful Harassment

Other unlawful harassment includes, but is not limited to, verbal or physical conduct relating to an individual's race, color, religion, national origin, age, sexual orientation, gender identity, disability or other protected status when such conduct (a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (b) has the purpose or effect of



unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Some examples of conduct that may constitute harassment include, but are not limited to, slurs, jokes, cartoons, stereotypes, statements, etc. based upon gender, race, color, religion, national origin, age, sexual orientation, gender identity, disability, or other protected status.

Although the above defines "unlawful" harassment, it is also a violation of this policy to commit any or engage in any unprofessional or inappropriate conduct regardless of whether such conduct rises to the level of "unlawful" harassment. Further, bullying in any manner is also a violation of this policy, even if the bullying is not based on a protected class under the law or is not otherwise prohibited by law.

#### c. Reporting Procedures

We take allegations of harassing conduct very seriously. If you believe that you are a victim of harassment by anyone (including supervisors, coworkers, or customers), you should do the following:

- If possible, document or otherwise record each incident of alleged harassment, including the date, time, place, what was said or done, and the surrounding circumstances.
- If you are comfortable doing so, clearly and directly communicate to the offending individual that his or her conduct is unwelcome, and request that he or she immediately stop the offensive behavior.
- At the same time, you should immediately bring the matter to the attention of your immediate supervisor; William T. Kreidler, President (312-666-7700); Howard Harris (610-497-9500); or Marcie Hemmelstein (312-666-7700) at the Carylton Corporation; or any member of Company or Carylton management with whom you are comfortable.

We recognize the sensitivity regarding concerns of sexual or other unlawful harassment. Therefore, all such matters will be treated confidentially to the fullest extent possible. We will actively investigate all complaints of such conduct, and if it is determined that harassment or potentially harassing conduct has occurred, management will take appropriate corrective and/or disciplinary action against the offending party, up to and including discharge.

#### d. Additional Information

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the 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 the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee

may, in certain cases, lose the right to further pursue the claim against the employer. An employee may contact the agencies at the following numbers:

- Illinois Department of Human Rights (IDHR) Chicago: 312-814-6200 or 800-662-3942 Chicago TTY: 866-740-3953;
- IDHR Springfield: 217-785-5100 Springfield TTY: 866-740-3953;
- IDHR Marion: 618-993-7463 Marion TTY: 866-740-3953;
- Illinois Human Rights Commission (IHRC) Chicago: 312-814-6269 Chicago TTY: 312-814-4760;
- IHRC Springfield: 217-785-4350 Springfield TTY: 217-557-1500; and
- United States Equal Employment Opportunity Commission (EEOC) Chicago: 800-669-4000 Chicago TTY: 800-869-8001.

e. Retaliation Is Prohibited

Retaliation against any person who has complained about harassing conduct, sexual or other unlawful harassment, filed a charge of sexual or other unlawful harassment, or who otherwise participated in an investigation of prohibited conduct will not be tolerated. No member of management at any level has the authority to take any negative job action against you for exercising any privilege under this policy. Also, no member of management has the authority to require you to tolerate or agree to any conduct that violates this policy in order to receive any job benefit, including compensation, duties, assignments, promotions, etc. Such activities constitute retaliation and will result in severe discipline, up to and including discharge.

**D. COMPLAINT PROCEDURE**

We believe that it is very important for all employees to get answers to any questions, problems, or complaints they may have. Usually, any problem or complaint can be resolved by a frank and friendly discussion with your supervisor.

However, occasionally, you may want to discuss your particular problem with a higher management official, either before or after speaking with your supervisor.

If such is the case, then please bring your questions, problems, or complaints to the attention of the Head of your Company. If you are not satisfied, the next step is to bring the matter to the attention of Howard Harris, President of the Carylton Corporation, at 610-497-9500 or in writing at Carylton Corporation, 3100 Bethel Road, Chester, PA, 19013-1488 or email to [HHarris@CaryltonCorp.com](mailto:HHarris@CaryltonCorp.com)

Very often the only way we are able to know that something needs correcting is if you tell us about it. We hope you will feel free to use this procedure. It has been implemented for everyone's benefit. To submit any complaint or question in writing, you can use the "Employee Complaint/Question Form" provided in the back of this Handbook.