

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2466 (phone); 384-2426 (fax)</b> <b>terent@city.urbana.il.us</b>	<b>Office Use Only (05/13)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>Date:</b>	
<b>Certificate Expiration Date:</b>		
<b>EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM</b>		
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.		
<b>Section I. Identification</b>		
<b>1. Company Name and Address:</b>		
Name: <u>PassportParking, Inc.</u>		
d/b/a:		
Address: <u>1300 S. Mint St. Suite 200</u>		
City/State/Zip: <u>Charlotte, NC 28203</u>		
Telephone Number(s) include area code: <u>704-837-8066</u>		
Check one of the following		
Corporation <input type="checkbox"/>	<input checked="" type="checkbox"/> Partnership	Individual Proprietorship <input type="checkbox"/>
		Limited Liability Corp. <input type="checkbox"/>
FEI Number: <u>46-4987364</u>		Social Security Number:
<b>2. Name and Address of the Company's Principal Office (answer only if not the same as above)</b>		
Name:		
Address:		
City/State/Zip		
<b>3. Major activity of your company (product or service):</b>		
<b>4. Project on which your company is bidding:</b>		
<b>5. City of Urbana contact staff assigned to contract:</b>		

## 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>Khristian Gutierrez</u> Title: <u>Managing Partner</u> Telephone: <u>704-909-7181</u> Email: <u>Khristian@gopassport.com</u>	✓	
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) 384-2466 or <a href="mailto:torant@city.urbana.il.us">torant@city.urbana.il.us</a> .	✓	
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.	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.)		✓
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

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 und 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	4	0	3	0	0	0	1	0	0	0	0	0
Professionals	8	2	6	2	1	0	0	0	1	0	0	0
Technicians	19	3	10	0	0	0	0	0	8	3	0	0
Sales Workers	6	6	4	5	0	1	0	0	2	0	0	0
Office & Clerical	1	3	1	1	0	0	0	0	0	2	0	0
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>39</b>	<b>13</b>	<b>24</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>
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>1/9/15</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	4	0	0	0	1	0	0	0
Professionals	3	1	1	0	0	0	0	1
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

\*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	4	0	3	0				
Professionals	8	2	2	0				
Technicians	19	3	10	3				
Sales Workers	6	6	2	1				
Office & Clerical	1	3	0	2				
Craft Workers (Skilled)	0	0						
Operatives (Semi-Skilled)	0	0						
Laborers (Unskilled)	0	0						
Service Workers	0	0						
TOTAL								

**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

Robert Youakim  
Managing Partner  
Typed Name and Title

1/15/15  
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 ☐

**CITY OF URBANA, ILLINOIS  
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

**DRUG FREE WORKPLACE ACT:** An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

**DELINQUENT TAXPAYERS:** An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

**INDIVIDUAL** ☐ **PARTNERSHIP** ☐ **CORPORATION** ☒ (check one)

Name of the Business PassportParking, Inc.

Signed By: \_\_\_\_\_

Printed Name: Robert Youakim

Business Address: 1300 S. Mint St., Suite 200, Charlotte, NC 28203

Business Phone Number: 704-837-8066

Date January 15, 2015

## **PassportParking, Inc.**

1300 S Mint Street, Ste. 200

Charlotte, NC 28203

### **EEO STATEMENT**

PassportParking, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, PassportParking, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PassportParking, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of PassportParking, Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

### **SEXUAL HARASSMENT POLICY**

PassportParking, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, PassportParking, Inc. expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of PassportParking, Inc. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. PassportParking, Inc. prohibits any such discrimination or harassment.

PassportParking, Inc. encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of PassportParking, Inc. to promptly and thoroughly investigate such reports. PassportParking, Inc. prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

#### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a

term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) 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.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work 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.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

#### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to PassportParking, Inc. (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources or any member of management.

When possible, PassportParking, Inc. encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. PassportParking, Inc. recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

PassportParking, Inc. encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to PassportParking, Inc.'s Head of Human Resources, Jeremy Hay.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.