

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us	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: Insituform Technologies USA, LLC		
Name: Jana Lause, Contracting & Attesting Officer		
d/b/a: Same		
Address: 17988 Edison Avenue		
City/State/Zip: Chesterfield, MO 63005		
Telephone Number(s) include area code: 636-530-8000		
Check one of the following		
Corporation	<input type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
		<input checked="" type="checkbox"/>
FEI Number: 43-1319597		Social Security Number:
2. Name and Address of the Company's Principal Office (<i>answer only if not the same as above</i>)		
Name:		
Address:		
City/State/Zip		
3. Major activity of your company (product or service): Trenchless reconstruction of underground water and sewer pipes using Cured In Place pipe.		
4. Project on which your company is bidding: N/A - for future bidding opportunities		
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 ?	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>Steve Callahan</u> Title: <u>VP - Global Human Resources</u> Telephone: <u>636-530-8000</u> Email: <u>scallahan@aegion.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.	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? (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	3		3									
Professionals	4	1	4	1								
Technicians												
Sales Workers												
Office & Clerical	1	1	1	1								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)	4		2		1		1					
Laborers (Unskilled)	15	2	8	2	5		2					
Service Workers												
TOTAL	27	4	18	4	6		3					
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: 09/30/16												

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)								
Operatives (Semi-Skilled)	1							
Laborers (Unskilled)	4							
Service Workers								
TOTAL	6							

*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.


**This is the # of positions on a typical project. It could vary widely depending on the crew that is available at the time the work would begin. At this time, we have not been awarded any work. These #s are not tied to any specific crew, but rather the # of employees in each category that would be necessary to complete the work.

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	1							
Technicians								
Sales Workers	1							
Office & Clerical					1			
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)					3		2	
Service Workers					2	2	3	
TOTAL	2				7	2	5	

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

Jana Lause, Contracting & Attesting Officer
Printed Name and Title

jlause@aegion.com
E-mail Address

November 30, 2016
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 POLICY

The employment policy of Insituform Technologies USA, LLC is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity, and establishing and maintaining a diverse workforce. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical condition, genetic information, disability, veteran status, or any other classification protected by federal, state and local laws and ordinances.

Insituform Technologies USA, LLC has developed procedures to assure that this policy is understood and carried out by managerial, administrative, and supervisory personnel. We have informed subcontractors, vendors, suppliers, and labor unions of our Equal Employment Opportunity policy, and of their obligations to comply with this policy.

Laura Villa has been designated our EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws. If you believe you have not been treated in accordance with this policy, you should contact your supervisor, local Human Resources representative, or Laura Villa, Senior Vice President, Human Resources at 636-530-8603.

The continued success of our EEO Policy requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of Insituform Technologies USA, LLC.



Charles R. Gordon
President & Chief Executive Officer



Date



ANTI-HARASSMENT POLICY

Aegion Corporation is committed to a work environment in which all individuals are treated with respect and dignity. Harassment of any kind is contrary to the basic standards of respect and is prohibited by a variety of laws at the federal, state and local levels. Aegion will not tolerate any harassing action by any person—including supervisors, management, co-workers, vendors, agents and other third parties associated with the performance of employees' job duties. Any employee who engages in any harassing behavior violates company policy, and will be subject to corrective action up to and including immediate discharge.

Employees who witness harassment or feel they have been harassed in any manner because of their sex, race, color, religion, national origin, sexual orientation, gender identity, age, disability, marital status, citizenship or any other characteristic protected by law, should immediately report such incidents without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

Harassment includes verbal statements and physical or visual contact that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with a person's ability to perform his or her job. Actions, words, jokes, and/or comments based on an individual's sex, race, color, national origin, age, religion, disability, gender identity, sexual orientation or any other legally protected characteristic will not be tolerated. Calendars, posters, pictures, postcards or other material of a sexual nature or demeaning a gender or sexual orientation may create a "hostile work environment" and is prohibited.

Sexual harassment may include a range of behaviors, and may involve individuals of the same or different gender. Sexual harassment includes inappropriate or unwanted touching or physical contact, unwelcome sexual advances (which can include repeated requests for dates), requests for sexual favors and other visual, verbal or physical conduct or contact of a sexual nature such as, but not limited to the following: obscene gestures; whistling; leering; comments about an individual's body, sexual prowess or sexual deficiencies; verbal abuse of a sexual nature; and sexually suggestive objects or pictures. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment, continued employment or consideration in employment decisions such as promotions, performance evaluations, pay adjustments, transfers, discipline, etc.

An employee is not required to first complain to his or her supervisor or department head. Management employees who receive complaints (including from sources other than direct subordinates), observe, or who become aware of possible harassment must immediately report it to their Human Resource Manager to ensure proper handling. Failure to do so may result in discipline, up to and including discharge.

ALL AEGION EMPLOYEES HAVE THE RESPONSIBILITY TO ASSURE THAT THIS ANTI-HARASSMENT POLICY IS EFFECTIVE. ANY EMPLOYEE WHO BELIEVES THAT S/HE HAS BEEN SUBJECTED TO OR HAS WITNESSED ANY FORM OF HARASSMENT AND/OR DISCRIMINATION HAS A RESPONSIBILITY TO REPORT THE SITUATION TO THE HUMAN RESOURCES DEPARTMENT OR A MEMBER OF MANAGEMENT AS SOON AS POSSIBLE.

Employees who feel they have been harassed must report the incident promptly to any of the following individuals:

- Immediate supervisor.
- Any member of management, with whom the employee feels comfortable.
- The Human Resources Representative for the employee's unit.
- The Vice President of Human Resources for the employee's platform.
- Ms. Juanita Hinshaw (an Insituform Board Member) at her office: H & H Advisors 7701 Forsyth Boulevard St. Louis, MO 63105 (marked "Personal and confidential").


In California, the Department of Fair Employment and Housing can be contacted by consulting the government agency listings in the telephone book. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination.

If an employee wishes to discuss our harassment policy or has questions or concerns about harassment, s/he may contact any of the above individuals. If desired, the call can be anonymous.

Aegion prohibits any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports. In accordance with this policy the company will take appropriate disciplinary action for any such retaliation, up to and including discharge.

Any complaints of harassment will be promptly investigated by management. The investigation findings will be documented and the complaining employee (if not anonymous) and alleged harasser will be kept advised of the investigation and the ultimate decision. After the investigation is complete, appropriate action will be taken, which may include disciplinary action up to and including termination of employment.

If, after investigation, the Company determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.


Charles R. Gordon
President & Chief Executive Officer

1/6/2015
Date