

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:

Name: Altec Industries, Inc.

d/b/a:

Address: 1550 Aerial Avenue

City/State/Zip: Creedmoor, NC 27522

Telephone Number(s) include area code: (919) 528-2535

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: 63-0362926 Social Security Number:

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

Name: Altec Industries, Inc.

Address: 210 Inverness Center Drive

City/State/Zip: Birmingham, AL 35242

3. Major activity of your company (product or service): product

4. Project on which your company is bidding: AERIAL DEVICE

5. City of Urbana contact staff assigned to contract: MIKE BRUNIG

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>Aldos L. Vance</u> Title: <u>General Counsel of Altec Industries</u> Telephone: <u>(205) 437- 4139</u> Email: <u>al.vance@altec.com</u>	X	
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) 384-2455 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?		
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.)		

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		2+ Races
													M F
	M	F	M	F	M	F	M	F	M	F	M	F	
Officials & Mgrs	25	8	22	8	2	0	0	0	1	0	0	0	
Professionals	68	8	55	8	6	0	2	0	3	0	0	0	2 0
Technicians	4	0	2	0	2	0	0	0	0	0	0	0	
Sales Workers	15	7	15	7	0	0	0	0	0	0	0	0	
Office & Clerical	23	9	16	5	7	4	0	0	0	0	0	0	
Craft Workers (Skilled)	94	5	44	1	47	3	0	1	0	0	1	0	2 0
Operatives (Semi-Skilled)	429	13	233	4	170	9	22	0	1	0	1	0	2 0
Laborers (Unskilled)	36	4	7	1	25	3	4	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	694	54	394	34	259	19	28	1	5	0	2	0	6 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>11/18/18 thru 11/30/18</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	25	8	2	0	0	0	1	0
Professionals	68	8	6	0	2	0	5	0
Technicians	4	0	2	0	0	0	0	0
Sales Workers	15	7	0	0	0	0	0	0
Office & Clerical	23	9	7	4	0	0	0	0
Craft Workers (Skilled)	94	5	47	3	0	1	3	0
Operatives (Semi-Skilled)	429	13	170	9	22	0	4	0
Laborers (Unskilled)	36	4	25	3	4	0	0	0
Service Workers	0	0	0	0	0	0	0	0
TOTAL	694	54	259	19	28	1	13	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								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
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).

Tere' T. Edwards
Signature

Tere' T. Edwards Compliance Manager
Printed Name and Title

tere.edwards@altec.com

E-mail Address

12/3/18

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 _____

EMPLOYMENT POLICIES

AMERICANS WITH DISABILITIES ACT AND ADA AMENDMENT

To comply with the applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Altec will provide reasonable accommodation to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on the Company, and would enable the individual to apply for, or perform, the essential functions of the position in question. Any applicant or Associate who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify in writing what accommodation is reasonable and if it will not impose undue hardship, Altec will make the accommodation. Altec may also propose an alternative accommodation(s).

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Altec to effectively utilize our human resources by selecting the most qualified person for the job to be performed. Altec is an equal opportunity employer, and maintains affirmative action plans to recruit, retain, develop, and promote qualified individuals without unlawful consideration of race, gender, color, religion, sexual orientation, genetic information, gender identity, national origin, age, disability, citizenship, veteran status, or any other factor protected by federal, state or local law.

Altec strives to maintain a work environment free from unlawful discrimination and harassment, where Associates are treated with respect and dignity. It is the policy of Altec to comply with all federal, state and local laws or regulations dealing with equal employment opportunities.

Accommodations for applicants and associates are made in compliance with state and federal law. For example, federal law prohibits discrimination based on religion, and requires employers like Altec to provide reasonable religious accommodations absent undue hardship for Altec for sincerely held religious beliefs. Please contact HR to discuss any accommodation request.

If you believe you or someone else have been subject to such conduct that violates this policy, please report this violation to your supervisor, manager or Human Resources. Violations of this policy may also be reported by the Altec AlertLine: <http://altec.alertline.com> or 1-877-813-7751. The Altec AlertLine is not a substitute for communications between you, your supervisor/manager or Human Resources, but does provide another option for voicing concerns.

All complaints will be promptly investigated and appropriately resolved. Any Associate who reports an incident of perceived violation will be protected from retaliation or reprisal. If it is determined that a complaint is valid, Altec will address the violation.

Employment decisions at Altec are based on factors such as educational background, previous experience, proven skills, desirable character traits, potential for growth and development, job requirements and individual qualifications. It is the policy of Altec to comply with all federal, state and local laws or regulations dealing with the equal employment opportunities.

HARASSMENT FREE WORKPLACE

Altec has a vital interest in maintaining safe, healthful, and efficient working conditions for its Associates. The Company strongly disapproves of, and will not tolerate, harassment of any kind, whether committed by Associates or non-associates.

Actions, words, jokes, pictures, film, magazines or any other material which create a hostile work environment or can be interpreted to be threatening or unprofessional or which tend to demean or "make fun of" another person based on issues related to sex, age, race, religion, national origin, color of skin, disability, veteran status, military membership, citizenship, genetic information, or any other legally protected characteristic will not be tolerated.

Additionally and specifically, sexual harassment, which includes requests for sexual acts or favors, unwelcome sexual advances, unsolicited or intimidating sexual overtures, and other inappropriate verbal or physical conduct of a sexual nature is clearly inappropriate and will not be tolerated.

If an Associate has a complaint about any type of harassment by anyone or who experiences behavior which he/she feels is contrary to this policy, they are urged to bring this to the attention of their direct supervisor/manager. If the supervisor/manager is not available or an Associate believes that it would be inappropriate to report the matter to that supervisor/manager, the Associate should immediately contact Human Resources. Any Associate who reports an incident of perceived harassment will be protected from retaliation or reprisal.

Any supervisor/manager who becomes aware of an incident of any type of potential harassment should promptly advise Human Resources.

Any Associate who is found to have engaged in conduct in violation of this Harassment Free Workplace Policy will be subject to disciplinary action, up to and including termination. All Associates should understand that Altec considers any form of harassment as unacceptable and therefore, any conduct that may be even perceived as potential harassment is to be avoided.

If you believe you have been harassed or have witnessed such conduct, you must report this violation to your supervisor/manager or Human Resources representative. Violations of this policy may also be reported by the Altec AlertLine: <http://altec.alertline.com> or 1-877-813-7751. The Altec AlertLine is not a substitute for communications between you and your supervisor/manager or Human Resources, but does provide another option for voicing concerns. All complaints will be promptly investigated and appropriately resolved. Any Associate who reports an incident of perceived violation will be protected from retaliation or reprisal. If it is determined that a complaint is valid, Altec will address the violation.

If it is determined that a complaint is valid, Altec will take appropriate disciplinary action against the offender, up to and including termination, to correct and remedy the problem. The affirmation of our Harassment Free Workplace Policy **must be conspicuously posted at all times** in each facility so that all Associates and other persons have the opportunity to read it.