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|---|---|---------------------------|
| <p style="text-align: center;">CITY OF URBANA<br/>HUMAN RELATIONS DIVISION<br/>400 SOUTH VINE ST.<br/>URBANA, ILLINOIS 61801<br/>(217) 384-2455 (phone); 328-8288 (fax)<br/>hro@urbanaindinois.us</p> | <b>Office Use Only (08/15)</b>                  |                           |
|   | Requested by:                                   | Date:                     |
|   | Approved by:                                    | Date:                     |
|   | Certification Date:                             |                           |
|   | Certificate Expiration Date:                    |                           |
| <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>KLYN NURSERIES INC</u>   |   |                           |
| d/b/a:  |   |                           |
| Address: <u>3322 S RIDGE RD PO BOX 343</u>  |   |                           |
| City/State/Zip: <u>PERRY OH 44081</u>   |   |                           |
| Telephone Number(s) include area code: <u>800-860-8104</u>  |   |                           |
| Check one of the following  |   |                           |
| Corporation   | <input checked="" type="checkbox"/> Partnership | Individual Proprietorship |
|   |   | Limited Liability Corp.   |
| FEI Number: <u>34-125221</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> <u>WHOLESALE NURSERY PROD.</u>   |   |                           |
| <b>4. Project on which your company is bidding:</b>   |   |                           |
| <b>5. City of Urbana contact staff assigned to contract:</b> <u>BRUCE C</u>   |   |                           |

## 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.<br>Name: <u>WILLIAM MAINLAND</u><br>Title: <u>VICE PRESIDENT</u><br>Telephone: <u>800-860-8104</u><br>Email: <u>bmainland@klynnurseries.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?   |     |    |
| 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   | 15             | 5         | 11                             | 3        | 0  | 1        | 5                  | 0         | -                         | - | -                                 | - |
| Professionals  | -              | -         |                                |          |  |          |                    |           |                           |   |                                   |   |
| Technicians  | 2              |           | 2                              |          |  |          |                    |           |                           |   |                                   |   |
| Sales Workers  | 2              | 3         | 2                              | 3        |  |          |                    |           |                           |   |                                   |   |
| Office & Clerical  | 4              |           | 4                              |          |  |          |                    |           |                           |   |                                   |   |
| Craft Workers (Skilled)  |                |           |                                |          |  |          |                    |           |                           |   |                                   |   |
| Operatives (Semi-Skilled)  |                |           |                                |          |  |          |                    |           |                           |   |                                   |   |
| Laborers (Unskilled)   | 101            | 17        | 24                             | 1        | 4  | 0        | 74                 | 15        |                           |   |                                   |   |
| Service Workers  |                |           |                                |          |  |          |                    |           |                           |   |                                   |   |
| <b>TOTAL</b>   | <b>124</b>     | <b>25</b> | <b>43</b>                      | <b>7</b> | <b>4</b>   | <b>1</b> | <b>79</b>          | <b>15</b> |                           |   |                                   |   |
| M = MALE, Column B is sum of Rows D, F, H, J and L.<br>F = FEMALE, Column C is sum of Rows E, G, I, K and M. |                |           |                                |          |  |          |                    |           |                           |   |                                   |   |
| <b>Date of above Data:</b> <u>7/7/17</u>   |                |           |                                |          |  |          |                    |           |                           |   |                                   |   |



### 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).

Roberta Wallace      ROBERTA WALLACE, BOOKKEEPER  
Signature                      Printed Name and Title

bwallace@kynnurseries.com  
E-mail Address

7/7/17  
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

## 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, lawyers, 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 (semi skilled).** 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, doorknockers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

## DISCLAIMER

All employment at the Company is "at will" and may be terminated by either the employee or the Company at any time for any reason or no reason. Any oral statements, promises, or assurances to the contrary are not binding on the Company and should not be relied upon by the employee or applicant. Statements in the employment application, training materials, policy manuals, or other materials do not constitute or imply an employment contract and should not be relied upon by the employee or applicant under any circumstances as assuring continued employment or superseding the at-will employment policy.

## DISCRIMINATION/HARASSMENT COMPLAINT POLICY AND INVESTIGATIVE PROCEDURE

### A. INTRODUCTION.

The Company expects all of its employees to conduct themselves with dignity and respect for fellow employees. Harassment by any employee of any type has no place in a business and will not be tolerated by the Company. However, if it occurs, this policy is designed to provide a procedure for the effective resolution of any employee complaints that are based on actual or alleged acts or practices of discrimination or harassment in employment.

### B. POLICY.

It is the policy of the Company that all employees are to be treated with respect and courtesy. Discrimination or harassment of any employee by another employee or supervisor violates this policy and will not be tolerated.

In general, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or employee and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. This conduct includes, but is not limited to, epithets, slurs, denigrating written or graphic materials, and personal conduct.

Sexual harassment is unwelcome conduct that is sexual in nature and creates an intimidating, hostile or offensive work environment, becomes a term or condition of employment, or is used as the basis for employment decisions. This conduct includes any unwelcome sexual advance, requests or solicitations for sexual favors, or other verbal or physical conduct of a sexual nature. Employees are strictly prohibited from engaging in any conduct which would likely be perceived as a sexual harassment.