

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us </p>	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: *Seiler Instrument and Manufacturing, INC.*

d/b/a:

Address: *3433 Tree Court Industrial Blvd.*

City/State/Zip: *St. Louis, Mo. 63122*

Telephone Number(s) include area code: *314) 968-2282*

Check one of the following

Corporation Partnership Individual Proprietorship Limited Liability Corp.

FEI Number: *43-0707162* Social Security Number:

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):

4. Project on which your company is bidding:

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>Kurtis Schaper</u> Title: <u>HR Manager</u> Telephone: <u>314) 218-6392</u> Email: <u>Kurtis.Schaper@seilerinst.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?		
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	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	34	4	33	4	0	0	0	0	0	0	0	0
Professionals	10	2	9	2	1	0	0	0	0	0	0	0
Technicians	21	0	20	0	1	0	0	0	0	0	0	0
Sales Workers	20	6	18	6	0	0	0	0	0	0	0	0
Office & Clerical	6	16	6	16	0	0	0	0	0	0	0	0
Craft Workers (Skilled)	14	0	11	0	2	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	22	9	21	8	1	0	0	0	0	1	0	0
Laborers (Unskilled)	1	0	1	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	128	37	119	36	5	0	0	0	0	0	0	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: _____												

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	1							
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	1	0	0	0	0	0	0	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	1	0	0	0	0	0	0	0
Professionals	1	0	0	0	1	0	0	0
Technicians	0	0	0	0	3	0	0	0
Sales Workers	1	0	0	0	0	0	0	0
Office & Clerical	2	3	0	0	0	2	0	0
Craft Workers (Skilled)	3	0	0	0	5	0	0	0
Operatives (Semi-Skilled)	2	0	0	0	1	0	1	0
Laborers (Unskilled)	0	0	0	0	1	0	0	0
Service Workers	0	0	0	0	0	0	0	0
TOTAL	10	3	0	0	11	2	1	0

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).

April Leise
Signature

April Leise, HR Specialist
Printed Name and Title

aleise@seilerinst.com
E-mail Address

6/4/18
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

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.

THE BASICS

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Seiler, where employment is based upon personal capabilities and qualifications. The Company will not discriminate on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, gender identity, genetic information, veteran status or any other protected characteristic established by law. Seiler's commitment to equal employment opportunity applies to all terms and conditions of employment with the Company, including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline and discharge.

Seiler is committed to maintaining a work environment that is free of discrimination by any person or in any form. In keeping with this commitment, Seiler will not tolerate improper or unlawful conduct by anyone, including any Supervisor, co-worker, or third party. It is the responsibility of every Manager, Supervisor and employee to ensure that discrimination on the basis of any impermissible factor does not occur in the workplace. Employees with questions or concerns about discrimination in the work environment should feel free to discuss these issues with their immediate Supervisor, or with Human Resources.

Any employee who believes he or she is being discriminated against in violation of this policy or who observes or is aware of discrimination against others should immediately report the situation to his or her Supervisor or to Human Resources.

The Human Resources Department has overall responsibility for implementing this policy, maintaining reporting and monitoring procedures, and promptly investigating all reports of discrimination. Seiler will not tolerate reprisal or retaliation against any person who has made a good faith complaint about discrimination, who has filed a charge of discrimination or who assists in an investigation of a discrimination complaint.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who is found to have engaged in discrimination or retaliation in violation of this policy.

REASONABLE ACCOMMODATION - DISABILITY

Seiler will comply with applicable federal, state and local laws requiring reasonable accommodation of a disability. If you require accommodation, please notify your Supervisor or Human Resources.

As a government contractor, Seiler participates in voluntary self-identification of disability requirements for new hires and current employees in order to provide equal opportunities to all individuals. Information on disclosures is kept confidential. Accommodations for disabilities will be assessed by cooperative discussions between both parties.

REASONABLE ACCOMMODATION - RELIGION

Seiler Instrument respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available.

AFFIRMATIVE ACTION

The Human Resources Manager at the St. Louis Headquarters is the Seiler representative overseeing the Company's commitment to Affirmative Action.

Plan available for viewing in the office Mon-Fri 8 a.m. to 3 p.m.

SEILER COMPLIES WITH THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS (OFCCP) PAY TRANSPARENCY NONDISCRIMINATION PROVISION.

If you believe that you have experienced discrimination contact OFCCP.

1.800.397.6251 • TTY 1.877.889.5627 • www.dol.gov/ofccp

ANTI-HARASSMENT COMMITMENT

Seiler strives to provide a work environment that is safe, professional and appropriate for all its employees. This includes prohibiting harassment in the workplace by any person and in any form. Harassment can be a violation of the law and is a form of employee misconduct that the Company does not tolerate.

Harassment Defined

Harassment can include unwelcome and/or offensive verbal, physical or other conduct that is based on or directed towards someone because of any impermissible (or "protected") factor, including, but not limited to, age, race, color, religion, national origin, gender, sexual orientation, gender identity, veteran status, ancestry, genetic information or disability, especially when such conduct or harassment could create a hostile or offensive working environment. Some examples of offensive and inappropriate conduct or harassment in violation of this policy include, but are not limited to, the following:

- Offensive, demeaning, derogatory or unwelcome comments, slurs or jokes about a person's race, color, gender, sexual orientation, gender identity, religion, age, physical or mental impairment or based on any other protected factor;
- Offensive or derogatory comments or "jokes" regarding an individual's national origin, birthplace, ancestry, culture, language or appearance common to a specific ethnic group;
- Use of offensive or derogatory gestures, symbols, terms, or stereotypes about any protected group;
- Requests for sexual favors, pressure for dates, sexual "jokes" or innuendoes; teasing, comments or gestures that are lewd or suggestive; leering, displaying sexually explicit images, pictures or objects; inappropriate, uninvited touching, grabbing or any other unwelcome behavior of a sexual nature;
- Offensive or derogatory comments regarding an individual's religious beliefs or practices;
- Offensive or derogatory comments or jokes regarding an individual's actual or perceived sexual orientation or gender identity; comments or conduct that is disparaging relating to another person's sexual orientation; unwelcome inquiries or innuendoes regarding sexual preference or practices;
- Use of electronic/communications systems (e.g., email, voice mail, Internet, telephone, etc.) to convey, display, circulate or distribute inappropriate or offensive messages or images based on any protected factor or directed towards an individual because of his/her membership in a protected group.

REPORTING PROCEDURE

Any employee who believes he or she is being harassed in violation of this policy or who observes or is aware of harassment of others should immediately report the situation to his or her Supervisor. If an employee feels it would be inappropriate to discuss the incident with his/her Supervisor, or if the Supervisor is the subject of the complaint, the employee should contact Human Resources immediately.

No Supervisor or Manager at any level in the Company has the authority to take any harassing or discriminatory action against any employee. Any Manager or Supervisor who becomes aware of conduct that may constitute discrimination, harassment or retaliation in violation of this policy or that may create hostile work environment and fails to report it, pursuant to this policy, will be subject to disciplinary action up to and including termination.

Reports of alleged harassment or discrimination will be investigated promptly and will be handled, to the extent possible, in a confidential manner. Any person involved in a complaint will not have control over the Company investigation. Disclosure regarding such matters will be on a need-to-know basis, consistent with the rights of all persons involved, and with the obligation of the Company to investigate the report and, when necessary, to take prompt and appropriate remedial action.

PROHIBITION AGAINST RETALIATION

The Company will not tolerate any retaliation against any employee who makes a good faith report or complaint of perceived acts of discrimination or harassment, or who cooperates in the investigation of a discrimination or harassment complaint. However, any employee who is found to have intentionally given false information may be subject to disciplinary action up to and including termination.

CONFLICT RESOLUTION

If you have work-related concerns, grievances or other problems, discuss the situation with your Manager, Supervisor or the Human Resources Department. Often, this will be all that is required to resolve the problem effectively. Some situations however, may require further action if a satisfactory resolution is not reached.

In such situations, employees are also encouraged to use the complaint resolution process within the Human Resources Department. All conversations with Human Resources staff members are treated with as much confidentiality and discretion as possible, consistent with Seiler's obligation in certain circumstances to investigate and take appropriate steps to resolve a problem or complaint.

DISCIPLINARY ACTION FOR VIOLATIONS

Any employee who is found to have engaged in harassment or retaliation in violation of this policy will be subject to disciplinary action up to and including termination.

HARASSMENT & DISCRIMINATION PREVENTION

Seiler Instrument is committed to maintaining a work environment that is free of harassment and discrimination by any person or in any form. In keeping with this commitment, we will not tolerate improper or unlawful conduct towards any of our employees by anyone, including any Supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, gender, sexual orientation, disability or other protected status. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating; hostile or offensive work environment will not be tolerated.

Harassing conduct may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic material, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another. Racial comments, slurs, age-related jokes and other comments and behavior relating to a person's race, color, national origin, religion, age, gender, sexual orientation, disability or other protected status is prohibited. Discriminatory conduct, such as treating someone differently or making employment decision based on a person's race, color, national origin, religion, age, gender, sexual orientation, disability or other protected status, are also prohibited.

All Seiler Instrument employees are responsible for helping to enforce the policy against harassment or discrimination. Any employee who feels he or she has experienced prohibited conduct or who has witnessed such conduct must immediately notify their Supervisor so the situation can be promptly investigated and remedied. If it is the Supervisor who is responsible for the conduct or reporting the situation to the Supervisor fails to remedy the situation, reports must immediately be made to the Human Resources Department or the President of Seiler Instrument. It is Seiler Instrument's policy to investigate all reports thoroughly and promptly. To the fullest extent practicable, we will maintain the confidentiality of those involved. If an investigation confirms that prohibited conduct has occurred, Seiler Instrument will take corrective action. Corrective action may include disciplinary action up to and including immediate termination of employment. The Company also forbids any form of retaliation against anyone who has made a report or who has cooperated in the investigation of any such report.

CONFIDENTIALITY & COMPLIANCE

During the course of your employment, you will have access to confidential Company information. Such information is not to be disclosed or discussed with others, including other employees, unless required by the job you are performing. The Company's trade secrets and confidential/proprietary information shall not be divulged by any means or in any form during your employment with Seiler other than for purposes of performing your job duties, or at any time after your employment with the Company ends for any reason. "Company confidential and proprietary information" includes, but is not limited to, technical information, computer programs, research projects, and business information, including customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans, trade secrets and other information not available to the public. Such confidential information shall not be knowingly or willfully used for your