

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>hro@urbanaininois.us</b> </p>	<b>Office Use Only (09/15)</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>		

**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:** *Springfield Electric, 901 N Mattis, Champaign, IL*

Name: *Springfield Electric Supply Company*

d/b/a: *N/A*

Address: *901 N. Mattis*

City/State/Zip: *Champaign, IL 61821*

Telephone Number(s) include area code: *217-351-7600*

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"/>
-------------	-------------------------------------	-------------	--------------------------	---------------------------	--------------------------	-------------------------	--------------------------

FEI Number: *37-0739309*

Social Security Number: *N/A*

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

Name: *Springfield Electric Supply Company*

Address: *700 N 9th Street*

City/State/Zip: *Springfield, IL 62702*

**3. Major activity of your company (product or service):** *Electrical Supply Distribution*

**4. Project on which your company is bidding:** *Renewal for on-going & future business*

**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 ?	✓	
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>Amy Byers</u> Title: <u>Director, Human Resources</u> Telephone: <u>217-747-7299</u> Email: <u>byers@springfieldelectric.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. <b>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.</b>	✓	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>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.</b>	✓	
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? <b>(If yes, please complete Table B.)</b>		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	✓	

## 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		Two or More Races
	M	F	M	F	M	F	M	F	M	F	M	F	
Officials & Mgrs	56	7	54	7	2								
Professionals	17	6	17	5		1							
Technicians													
Sales Workers	119	14	113	13	3	1	1						2
Office & Clerical	1	37	1	37									
Craft Workers (Skilled)	1		1										
Operatives (Semi-Skilled)	99	2	94	2	3		1						1
Laborers (Unskilled)													
Service Workers													
<b>TOTAL</b>	293	66	280	64	8	2	2						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.													
<b>Date of above Data:</b> <u>4/1/19</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	1						
Professionals								
Technicians								
Sales Workers	10	1						
Office & Clerical		1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	4		1					
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>18</b>	<b>3</b>	<b>1</b>					

\*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			1			
Professionals					3			
Technicians								
Sales Workers	3	1	1		4	1		
Office & Clerical	2	4		1		3		1
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	7				13			
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>12</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>21</b>	<b>4</b>		<b>1</b>

## 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).

Amy Byers  
Signature

Amy Byers, Director, HR  
Printed Name and Title

byers@sprelec.com  
E-mail Address

4/2/19  
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

Extracted from our Associate Guidebook

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It has been a long-standing policy of Springfield Electric Supply Company to consider each applicant for employment on the basis of the applicant's qualifications for the job in accordance with all applicable local, state, and federal laws and without regard to any prohibited characteristic or condition including, but not limited to, race, color, religion, sex, age, national origin, ancestry, sexual orientation, marital status, disability, military status, or status as a disabled or Vietnam era veteran. The only exception is where any such characteristic is a bona fide occupational qualification or where a disability is a bona fide occupational disqualification.

All associates are given equal consideration with respect to compensation, benefits, and the opportunity to progress within the organization in accordance with all applicable local, state, and federal laws and without regard to any prohibited characteristic or condition including, but not limited to, race, color, religion, sex, age, national origin, ancestry, sexual orientation, marital status, disability, military status, or status as a disabled or Vietnam era veteran. The only exception is where any such characteristic is a bona fide occupational qualification or where a qualified person with a disability cannot be reasonably accommodated without creating undue hardship on the company's business.

This policy is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, benefits, company-sponsored training, job changes, corrective/disciplinary action, layoffs, discharge, and all other terms, conditions or privileges of employment.

All members of management at Springfield Electric Supply Company are familiar with this policy, the philosophy behind it, and their responsibility to act in good faith for meaningful progress in the utilization of minorities, females, qualified persons with disabilities, disabled veterans, and Vietnam era veterans.

Any job applicant may appeal to the Corporate Human Resources Department for review and correction of any action that they believe does not conform to this policy. Any associate may appeal to their location's most senior manager or the Corporate Human Resources Department for review and correction of any action that they believe does not conform to this policy. Every associate has a responsibility to assist in the investigation of reported discrimination. Individuals who, in good faith, file complaints of discrimination, or who assist with the investigation of a discrimination complaint, will be protected from retaliation.

Retaliation is defined as any adverse action taken against an individual because they filed, or cooperated in the investigation of, a complaint.

The Affirmative Action Plan is available for examination in the Corporate Human Resources Department during regular business hours.

## HARASSMENT-FREE WORKPLACE RESTATEMENT

Springfield Electric Supply Company supports the right of all associates to work in a productive, professional environment and, therefore, will not tolerate any form of harassment in its workplace. Harassment directed toward any associate, customer, vendor, or other visitor is strictly prohibited.

This policy applies to all Springfield Electric associates and all customers, vendors, and other visitors to Springfield Electric work sites.

Harassment is defined as unwelcome or inappropriate behavior that interferes with or has the potential to interfere with job performance or the maintenance of a productive, professional work environment. Harassment is typically directed toward individuals because of a distinguishing personal characteristic, including, but not limited to, race, color, religion, sex, age, national origin, sexual orientation, disability, or veteran status.

Harassment may take many forms, including, but not limited to, the following:

- Actions, promises, or threats regarding any term or condition of employment conditioned upon providing, or failing to provide, sexual favors;
- Unwelcome sexual advances or physical contact that is offensive, intimidating, or threatening;
- Offensive flirtations or propositions, particularly when of a sexual nature and/or on a repeated basis;
- Language or comments that are offensive, including vulgarities; hostile, mocking, or lewd comments or jokes; racial, ethnic, or religious slurs; and/or intimidation that alters an individual's work efficiency;
- Physical threats, leering, or other gestures that create an intimidating, hostile, or offensive work environment;
- Ideas, pictures, objects, or expressions that are demonstrated, which are disrespectful of others and/or conflict with the company's goal of maintaining an environment that is free of all forms of harassment.

The Corporate Human Resources Department is responsible for assuring that this policy is communicated to all Springfield Electric associates and for assuring that all members of management receive training on this policy.

The Corporate Human Resources Department is also responsible for assuring that claims of harassment are thoroughly investigated, that action is taken to stop the behavior, and that the results of the investigation are properly documented and reported.

All members of management are responsible for assuring that the work environment is free of harassment and for reporting any possible incidents of harassment to the Corporate Human Resources Department.

All associates are responsible for abiding by the spirit and intent of this policy. If an associate believes they or another associate is being harassed or if an associate witnesses harassing behavior, said associate is responsible for reporting the behavior to their immediate supervisor, another member of management, or the Corporate Human Resources Department immediately.

An individual who believes that they are being harassed or who observes harassing behavior is expected to report the alleged act immediately to a member of management at the work site where the alleged policy violator works or to the Director in the Corporate Human Resources Department. Such report is to be confirmed in writing, including the date the complaint is submitted, the name(s) of the alleged

violator(s) of this policy, and the name and signature of the person submitting the complaint. The person taking the complaint can assist in completing this process.

Steps will be taken to begin an immediate investigation. All complaints will be investigated in a timely and confidential manner. If the investigation results in a reasonable belief that harassment has occurred, action designed to stop the harassment will be taken. Based upon the facts discovered in the investigation, appropriate action could include, but is not limited to, reassignment, transfer, reprimand, suspension, or other disciplinary action up to and including discharge. Non-employees who violate this policy risk the loss of visitor privileges.

Every associate has a responsibility to assist in the investigation of reported harassment. Individuals who, in good faith, file complaints of harassment, or who assist with the investigation of a harassment complaint, will be protected from retaliation.

Retaliation is defined as any adverse action taken against an individual because they filed, or cooperated in the investigation of, a complaint.

Springfield Electric will make every effort to preserve confidentiality and privacy; however, any investigation or legal proceeding may have to address otherwise private matters and may make complete confidentiality impossible.

Accusations of harassment are very serious and, if untrue, can have negative consequences for innocent individuals. Associates filing claims of harassment that they know to be false will be subject to immediate discharge.

The Illinois Department of Human Rights will also investigate charges of illegal harassment in the workplace. If you desire to have the Department of Human Rights review a claim of illegal harassment in the workplace you may contact it at any of the following addresses:

100 W. Randolph St., Suite 10-100, Chicago, 60601 (phone 800-662-3942),

222 S. College, Room 101A, Springfield, 62704 (phone 217-785-5100), or

2309 W. Main St., Marion, 62959 (phone 618-993-7463)

or visit the Department's website at [www.state.il.us/dhr](http://www.state.il.us/dhr).