

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us </p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification	
	Date:	
Certificate Expiration Date:		
<p align="center">EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM</p>		
<p>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.</p>		
<p align="center">Section I. Identification</p>		
1. Company Name and Address:		
Name: <u>ABC Sanitary Hauling</u>		
d/b/a:		
Address: <u>313 W Eureka</u>		
City/State/Zip: <u>Champaign IL 61820</u>		
Telephone Number(s) include area code: <u>217 356 0909</u>		
Check one of the following		
Corporation	Partnership	Individual Proprietorship <input checked="" type="checkbox"/> Limited Liability Corp.
FEI Number: <u>47-7193708</u>		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): <u>trash/Recycle Removal</u>		
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>Aary Thornton</u> Title: <u>Operations Manager</u> Telephone: <u>217 356 0909</u> Email: <u>abc@abesantary.com</u>		
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.)	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	1	3	1								
Professionals	9	0	9	0	X	X	X	X	X	X	X	X
Technicians												
Sales Workers												
Office & Clerical	0	1	0	1	X	X	X	X	X	X	X	X
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)	8	4	X	X	X	X	8	4	X	X	X	X
Service Workers												
TOTAL	20	6	12	2	X	X	8	4	X	X	X	X
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>2/05/16</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								
Professionals	1	X	X	X	2	0	X	X
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	1	X	X	X	2	0	X	X

*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).

Dana England
Signature

Dana England office manager
Printed Name and Title

abc@abcsanitary.com
E-mail Address

2/25/16
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 _____

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 or 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.

**CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL ☒ **PARTNERSHIP** ☐ **CORPORATION** ☐ (check one)

Name of the Business: ABC Sanitary Hauling & Recycling

Signed By: Dana England

Printed Name: Dana England

Business Address: 313 W Eureka Champaign IL 61820

Business Phone Number: 217 356 0909

Date: 2/25/14

ABC Sanitary Hauling

We are proud of the reputation in the community of ABC Sanitary. You are now part of ABC and your behavior and conduct will either contribute to or detract from its reputation.

Introductory Period

The introductory period for new employees is 90 calendar days. During this period, as a new employee, you will have the opportunity to get to know us and we will have the opportunity to get to know you. We will both have the chance to evaluate each other and to determine whether continued employment will be to the advantage of both of us. At any time during the introductory period, an employee may be dismissed by ABC for misconduct, without prior notice.

Training

ABC makes efforts to train you to do your job properly. This training consists of developing skills, habits, knowledge and attitudes. You will be expected to follow the instructions and utilize the methods taught during your training period. If you have questions, do not hesitate to ask them until you are sure how the job is done.

Salary

ABC Sanitary bases salary increases on merit. This means that salary increases are directly related to performance, not to rises in the cost of living or length of service.

The salary and performance of each new employee is reviewed near the completion of the 90 day introductory period. If a merit increase is granted at this time, it becomes effective in the pay period immediately following. Thereafter, a salary review is completed annually based on the employment anniversary date.

Adverse Weather Policy

ABC does not limit where employees live. Therefore, even in adverse weather you are expected to be on the job.

Appearance

Casual attire may be worn at all times. However, we do require that shirts be worn at all times and that jeans or shorts be free of tears or holes.

Attendance

Being absent or late places a burden on your fellow workers who must do your work during your absence. Continued absence or tardiness, for insufficient reasons, will limit your chances for advancement and may result in dismissal.

If you will be late in arriving or if you will not be present because of illness or other unavoidable cause, please call the office, before your starting time. If your illness lasts longer than 2 days, verification of the illness is to be made through doctor's certification.

ABC Property

The equipment which you will handle pays your salary. Please treat it with respect and as if you had to pay for the repairs. In accordance with this, all work that goes on the trucks must go through the office first. Failure to comply will result in immediate dismissal.

Changes in Records

It is important that ABC's records be correct at all times with regard to your home address, telephone number, marital status, dependents, beneficiaries or any other pertinent information. Please report each change promptly to the Office Manager. Such changes may impact your benefits or be needed in case of an emergency.

Drug Abuse

The illegal use of controlled substances can affect job performance and endanger the safety and health of employees and customers of ABC. It is the policy of ABC that the use, being under the influence, possession, manufacture, distribution, dispensation or sale of any controlled substances (other than legally prescribed drugs) by an employee while on the job or on ABC's premises is prohibited and will result in discharge for the first such offense.

Drug Abuse (cont.)

Employees are also prohibited from reporting to work or performing work while under the influence of alcohol and may be subject to disciplinary action up to and including discharge for violating this alcohol policy.

Equal Employment Opportunity Policy

It is the policy of ABC Sanitary to provide equal employment opportunity and to take affirmative action in accordance with applicable laws. In conformity with applicable laws, there shall be no discrimination against any employee or applicant for employment due to race, color, religion, sex, marital status, national origin, ancestry, age, disability unrelated to ability to perform work, military status, unfavorable military discharge or status as a disabled veteran or veteran of the Vietnam era. This policy is applicable to employment, upgrading, recruitment, placement, selection, promotion, training, transfer, rates of pay, termination and all other terms and conditions of employment. Compliance with this policy is the personal responsibility of all personnel, especially those whose duties are related to the hiring of new employees and the status of current employees.

In accordance with the equal opportunity policy, harassment of applicants or employees due to race, color, religion, sex, marital status, national origin, ancestry, age, disability, military status, unfavorable military discharge or status as a disabled veteran or veteran of the Vietnam era is strictly prohibited and will result in disciplinary action up to and including discharge depending on the conduct.

Housekeeping

In order to work with the greatest efficiency, your truck or work area must be neat and well organized. A sloppy, disorganized work space makes a very poor impression on ABC's customers. Drivers are required to check the oil and fuel in their trucks, every day before they leave.

Outside Employment

ABC does not prohibit you from securing a second job. However, we do require that your job here be your primary one. A second form of employment may not in any way conflict with or be incompatible with your position at ABC Sanitary.

Resignations

Should you decide to leave ABC's employment, you are expected to give at least two weeks' notice. Failure to do so means that you are not rehirable in the event you wish to return to ABC and that any reference for future employment will not be favorable.

Policy Against Sexual Harassment

It is the policy of ABC Sanitary that no employee shall be subjected to sexual harassment by supervisors, co-workers or subordinate employees. ABC Sanitary explicitly prohibits sexual harassment.

Any employee who violates this policy will be subject to discipline, up to and including termination.

All employees are responsible to ensure that there is no sexual harassment in the workplace. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. For example, unwelcome sexual propositions, suggestive sexual comments, sexually oriented jokes, sexual gestures, the display of sexually explicit pictures or other materials, or unwelcome physical contact may constitute sexual harassment and should not occur.

Time Card Procedure

We are required by law to keep time records for all non-exempt employees. Therefore, you will be issued a time card each week upon which to record your time of arrival and departure from work and your time off for lunch. At these times insert your card in

Time Card Procedure (cont.)

the time clock and "punch" the time. ABC prohibits the punching or recording of an employee's time records by anyone but the employee.

Working Hours

The nature of our business is such that we begin work each day at 6:00 a.m. And we work all holidays.

The office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday.

The workweek of ABC begins at 12:01 a.m. Monday and ends at midnight Sunday. All regular full-time employees are expected to work a 40-hour week. If you are required to work in excess of 40 hours in any week, you will be paid for the additional hours at the rate of one and one-half times your regular hourly rate for all hours over 40. Any work performed in excess of 52 hours will be paid at the rate of two times your regular rate of pay.

The fact that you work in excess of eight (8) hours on any one or more days does not constitute overtime, unless total hours for the workweek exceed forty (40) hours.

Death in Family

When a death in your immediate family or your spouse's family (mother, father, spouse, son, daughter, brother, sister or grandparents) two (2) days off, without pay, will be granted.

Vacation

ABC provides all full-time employees with paid vacations each year based on length of service. You will receive one week of paid vacation after one year of service and two weeks of paid vacation, per year, after three years of service. Final determination of the vacation schedule is at the discretion of the owner, with the intent that an adequate workforce be in operation at all times.

Legal Notice

To All Employees:

This handbook is intended to provide only the highlights of the employee guidelines, policies and procedures of ABC Sanitary. ABC reserves the right to modify, revoke, suspend, terminate or change any or all such guidelines, policies and procedures, in whole or in part, for any reason without notice, except otherwise may be required by law. THE LANGUAGE IN THIS HANDBOOK IS NOT INTENDED TO CREATE, AND IS NOT TO BE CONSTRUED TO CONSTITUTE, ANY KIND OF CONTRACT, PROMISE OR GUARANTEE BETWEEN ABC AND ANY ONE OR ALL OF ITS EMPLOYEES. THE HANDBOOK ALSO IS NOT INTENDED TO PROVIDE ANY ASSURANCE OF CONTINUED EMPLOYMENT. ABC MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.