

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@urbanaininois.us	Office Use Only (05/13)	
	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: Applied Research Associates, Inc.

d/b/a:

Address: 100 Trade Centre Dr., Suite 200

City/State/Zip: Champaign, IL 61820

Telephone Number(s) include area code: 217-356-4500

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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FBI Number: 85-0276434

Social Security Number: —

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

Name: Applied Research Associates, Inc.

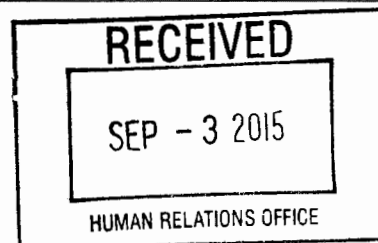
Address: 4300 San Mateo Blvd NE, Suite A-220

City/State/Zip: Albuquerque, NM 87110

3. Major activity of your company (product or service): research, engineering & technical support services

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?	✓	
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>Beth James</u> Title: <u>HR Director</u> Telephone: <u>505-881-8074</u> Email: <u>bjames@arc.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) 384-2466 or terent@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.	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?	n/a	
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.)		✓

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SEP - 3 2015

HUMAN RELATIONS OFFICE

SECTION III. Employment Information

Please complete the company work force 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 und 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 *- see attachment*

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												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
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 *- see attachment*

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								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*Totals included under 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.

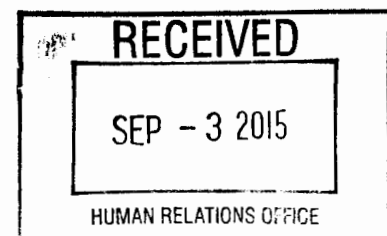


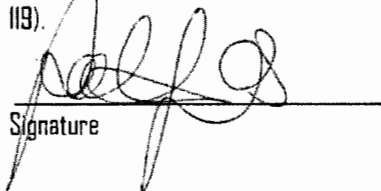
TABLE C** WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

- see attached previous reports

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
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Professionals								
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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).


Signature

Robin Jones
Typed Name and Title

9/2/2015
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?

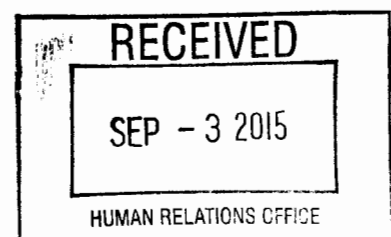
YES ☒ NO ☐

2. Have you enclosed your company's EEO statement?

YES ☒ NO ☐

3. Have you enclosed your company's Sexual Harassment policy?

YES ☒ NO ☐



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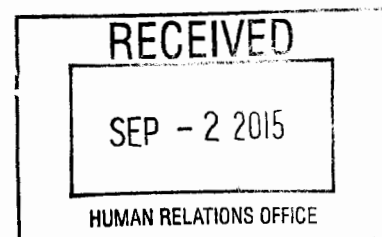
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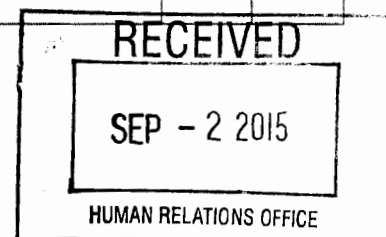
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G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
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J.	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?	n/a	
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L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		✓



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Service Workers								
TOTAL								

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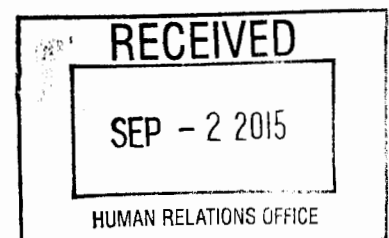


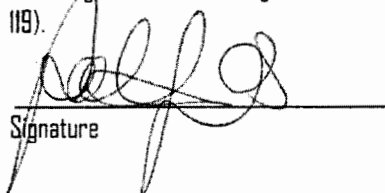
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Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

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Signature

Robin Jones
Typed Name and Title

9/5/2014
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 ☐



HUMAN RELATIONS OFFICE

SEP - 2 2015

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CO P010943
 II P010943

EQUAL EMPLOYMENT OPPORTUNITY
 2014 EMPLOYER INFORMATION REPORT
 CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. APPLIED RESEARCH ASSOCIATES INC
 4300 SAN MATEO BLVD NE
 SUITE A220
 ALBUQUERQUE, NM 87110

2.a. APPLIED RESEARCH ASSOCIATES INC
 4300 SAN MATEO BLVD NE
 SUITE A220
 ALBUQUERQUE, NM 87110

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-N 3-Y DUNS NO: 097967608

SECTION E - ESTABLISHMENT INFORMATION

NAICS

SECTION D - EMPLOYMENT DATA

EMPLOYMENT CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												OVERALL TOTALS
	MALE	FEMALE	WHITE	BLACK OR AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE, SECRETARIAL & MGR	1	0	9	0	0	0	0	0	0	0	0	0	0	0	10
HRS & MFG OPERATING & MGR	1	0	20	0	0	0	0	0	4	0	0	0	0	0	25
PROFESSIONALS	19	14	535	18	1	27	4	8	158	8	0	5	0	3	800
TECHNICALS	7	0	86	2	0	2	0	3	18	2	0	3	0	2	125
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	1	14	11	0	0	0	0	0	44	2	0	0	0	1	73
OFFICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EMPLOYERS - HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	29	28	661	20	1	29	4	11	224	12	0	8	0	6	1033
PERMANENT EMPLOYEES	38	31	715	22	1	28	4	11	233	11	1	10	0	5	1110

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/01/2014 THRU 08/15/2014

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: MEGAN FLOREZ
 EEO-1 REPORT CONTACT PERSON: MEGAN FLOREZ
 EMAIL: mlflorez@ara.com

TITLE: SENIOR HR GENERALIST
 TITLE: SENIOR HR GENERALIST
 TELEPHONE NO: 5052148209

CERTIFIED DATE[EST]: 10/28/2014 02:59 PM

CO P010943
 11 EA11031

EQUAL EMPLOYMENT OPPORTUNITY
 2014 EMPLOYER INFORMATION REPORT
 INDIVIDUAL ESTABLISHMENT REPORT - TYPE 4

SECTION B - COMPANY IDENTIFICATION

1- APPLIED RESEARCH ASSOCIATES INC
 4300 SAN MATEO BLVD NE
 SUITE A220
 ALBUQUERQUE, NM 87110

2- ARA - IL-01
 100 TRADE CENTRE DR SUITE 200
 CHAMPAIGN, IL 61820

CHAMPAIGN COUNTY

3- Y

SECTION C - TEST FOR HING REQUIREMENT

1-Y 2-N 3-Y DUNS NO.:097967608

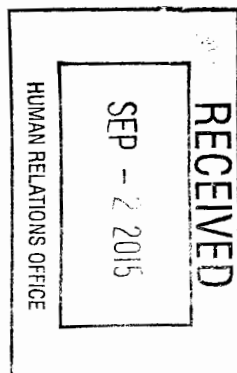
SECTION E - ESTABLISHMENT INFORMATION

NAICS: 541712 Research and Development
 in the Physical, Engineering, and Life
 Sciences (except Biotechnology)

SECTION D - EMPLOYMENT DATA

EMPLOYEE CATEGORIES	HISPANIC OR LATINO		NON-HISPANIC OR LATINO												TOTAL
			***** MALE *****						***** FEMALE *****						
	MALE	FEMALE	WHITE	BLACK OR AMERICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AMERICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
PROFESSIONAL, TECHNICAL, AND RELATED	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
PROFESSIONALS	0	0	28	2	0	7	0	0	10	0	0	3	0	0	50
TECHNICIANS	0	0	7	1	0	0	0	0	2	0	0	1	0	0	11
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	4	0	0	0	0	0	4	0	0	0	0	0	8
CRUCIAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS, HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	41	3	0	7	0	0	16	0	0	4	0	0	71
EMPLOYED REPORT TOTAL	2	0	32	2	0	6	0	0	14	0	0	3	0	0	59

SECTION F - REMARKS



HUMAN RELATIONS OFFICE

CONSOLIDATED REPORT TYPE 2

ALBUQUERQUE, N.M., IN

STUDY WEEKS

100

[illegible][illegible]

1-800-368-5858 • PHONE NO. 595.991.8074

ANNUAL ESTABLISHMENT REPORT - TYPE A

CHAPMAN, L. 1920

[illegible]

HUMAN RELATIONS OFFICE



Notification of Equal Employment Opportunity & Affirmative Action Policy Statement

Affirmative Action Plan Year 2014

To all employees and applicants,

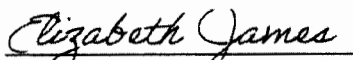
It is the policy of Applied Research Associates, Inc. (herein ARA) to take affirmative action in affording equal employment opportunities to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status.

This includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, demotion or promotion
- Recruitment, advertising or solicitation for employment
- Treatment during employment
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship
- Layoff or termination

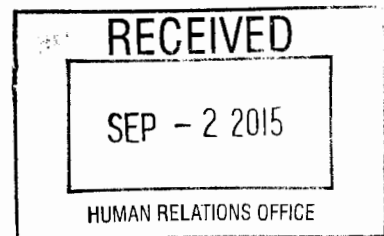
It is the policy of ARA to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and any legislation on Equal Employment Opportunity.

We request the cooperation of our subcontractors, vendors and suppliers in our equal opportunity and affirmative action efforts and expect them to put in place equal opportunity and affirmative action policies as required.



Beth James, SPHR

Human Resources Director & EEO Manager



APPLIED RESEARCH ASSOCIATES, INC.
POLICY GUIDE

11. HARASSMENT-FREE WORKPLACE

Revision 5, 1 August 2014

Page 1 of 2

Approved

Robert H. Jones

Abstract of Revision: Added gender identity to list of factors.

PURPOSE

To define ARA's policy requiring a workplace free of harassment in compliance with federal law.

POLICY

Harassment, including sexual harassment, is prohibited by federal and state laws. Applied Research Associates, Inc. will not tolerate harassment in any form and Company management will take appropriate action swiftly to address any violations of this policy.

ARA is committed to providing a workplace free of harassment, including sexual harassment, intimidation, threats, coercion, and discrimination based on such factors as race, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, national origin, ancestry, age, disability, family care leave status, veteran status, marital status, genetic information, or any other characteristic protected by law.

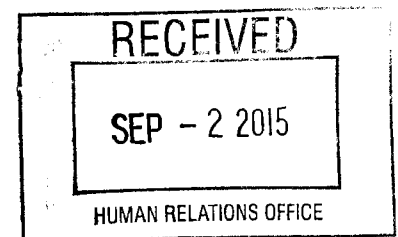
ARA will not tolerate harassment of employees by managers, supervisors, coworkers, or non-employees with whom ARA has a business, service, or professional relationship.

Definition

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when: (1) submission to the conduct is made as either an explicit or implicit condition of employment; (2) submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, sexual orientation, gender identity, race, color, national origin, religion, age, physical ability, mental disability, medical condition, ancestry, marital status, family care leave status, or veteran status.

Sexually harassing conduct includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.



**APPLIED RESEARCH ASSOCIATES, INC.
POLICY GUIDE**

11. HARASSMENT-FREE WORKPLACE

Revision 5, 1 August 2014

Page 2 of 2

Approved

Robert H. Jones

Complaint Procedure

Employees should report any incident of harassment, including work-related harassment by any ARA personnel or any other person, promptly to your supervisor, the Division Manager, and/or to the Director of Human Resources, who is responsible for investigating the matter. Supervisors who receive complaints or who are aware of harassing conduct should inform the Director of Human Resources immediately. ARA emphasizes that employees are not required to complain first to their supervisor if the supervisor is the individual committing the harassment or if the employee is not comfortable in complaining to the supervisor for any reason.

Confidentiality

Every reported complaint of harassment will be investigated thoroughly, promptly, and in as confidential a manner as possible. Because of the sensitivity of harassment complaints, each case will be expeditiously and confidentially investigated on a fair and impartial basis. All such investigations are to be conducted in a manner that will protect the privacy of, and minimize accusation and suspicion of, all parties concerned.

ARA will not tolerate retaliation against any employee for cooperating in an investigation or making a complaint of harassment.

In the case of ARA employees, if a violation of this policy is established, ARA will discipline the offender. Disciplinary action for violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances.

