

|  |                                     |              |
|--|-------------------------------------|--------------|
| <b>CITY OF URBANA</b><br><b>HUMAN RELATIONS DIVISION</b><br><b>400 SOUTH VINE ST.</b><br><b>URBANA, ILLINOIS 61801</b><br><b>(217) 384-2455 (phone); 328-8288 (fax)</b><br><b>hro@urbanaininois.us</b> | <b>Office Use Only (09/15)</b>      |              |
|  | <b>Requested by:</b>                | <b>Date:</b> |
|  | <b>Approved by:</b>                 | <b>Date:</b> |
|  | <b>Certification Date:</b>          |              |
|  | <b>Certificate Expiration Date:</b> |              |

|  |                                     |
|--|-------------------------------------|
| <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: Clark Dietz, Inc.  |                                     |
| d/b/a:   |                                     |
| Address: 125 W Church Street   |                                     |
| City/State/Zip: Champaign, IL 61820-3510   |                                     |
| Telephone Number(s) include area code: 217-373-8900  |                                     |
| 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: 37-1212051   | Social Security Number:             |
| <b>2. Name and Address of the Company's Principal Office (answer only if not the same as above)</b>  |                                     |
| Name: John I. Boldt, PE  |                                     |
| Address: 625 57th Street, Floor 6  |                                     |
| City/State/Zip Kenosha, WI 53140   |                                     |
| <b>3. Major activity of your company (product or service):</b> Consulting Engineers  |                                     |
| <b>4. Project on which your company is bidding:</b>  |                                     |
| <b>5. City of Urbana contact staff assigned to contract:</b>   |                                     |

## 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.<br>Name: <u>Jon B. Howaniec</u><br>Title: <u>HR Director</u><br>Telephone: <u>312-466-8259</u><br>Email: <u>jon.howaniec@clarkdietz.com</u> | X   |    |
| C.  | Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO 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>  | X   |    |
| 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>  | 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? <b>(If yes, please complete Table B.)</b>  |     | X  |
| L.  | Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>   | 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                                      | 14             | 3         | 14                             | 3         |  |   |                    |          |                           |   |                                   |   |
| Professionals   | 43             | 10        | 36                             | 9         | 3  |   | 1                  | 1        | 3                         |   |                                   |   |
| Technicians   | 22             | 1         | 21                             | 1         |  |   |                    |          | 1                         |   |                                   |   |
| Sales Workers   | 3              |           | 3                              |           |  |   |                    |          |                           |   |                                   |   |
| Office & Clerical                                     |                | 10        |                                | 10        |  |   |                    |          |                           |   |                                   |   |
| Craft Workers (Skilled)                               |                |           |                                |           |  |   |                    |          |                           |   |                                   |   |
| Operatives (Semi-Skilled)                             |                |           |                                |           |  |   |                    |          |                           |   |                                   |   |
| Laborers (Unskilled)                                  |                |           |                                |           |  |   |                    |          |                           |   |                                   |   |
| Service Workers                                       |                |           |                                |           |  |   |                    |          |                           |   |                                   |   |
| <b>TOTAL</b>  | <b>82</b>      | <b>24</b> | <b>74</b>                      | <b>23</b> | <b>3</b>   |   | <b>1</b>           | <b>1</b> | <b>4</b>                  |   |                                   |   |
| 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>09/07/2016</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          | 3               | 1        |                 |   |                    |   |                          |   |
| Professionals             | 11              | 3        | 2               |   |                    |   | 1                        |   |
| Technicians               | 11              |          |                 |   |                    |   |                          |   |
| Sales Workers             |                 |          |                 |   |                    |   |                          |   |
| Office & Clerical         |                 | 4        |                 |   |                    |   |                          |   |
| Craft Workers (Skilled)   |                 |          |                 |   |                    |   |                          |   |
| Operatives (Semi-Skilled) |                 |          |                 |   |                    |   |                          |   |
| Laborers (Unskilled)      |                 |          |                 |   |                    |   |                          |   |
| Service Workers           |                 |          |                 |   |                    |   |                          |   |
| <b>TOTAL</b>              | <b>25</b>       | <b>8</b> | <b>2</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                         |   |                              |   |                       |   |                          |   |
| Professionals             | 7                         | 2 |                              | 2 |                       |   |                          |   |
| Technicians               | 2                         |   |                              |   |                       |   |                          |   |
| Sales Workers             |                           | 1 |                              |   |                       |   |                          |   |
| Office & Clerical         |                           | 2 |                              |   |                       |   |                          |   |
| Craft Workers (Skilled)   |                           |   |                              |   |                       |   |                          |   |
| Operatives (Semi-Skilled) |                           |   |                              |   |                       |   |                          |   |
| Laborers (Unskilled)      |                           |   |                              |   |                       |   |                          |   |
| Service Workers           |                           |   |                              |   |                       |   |                          |   |
| <b>TOTAL</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).

  
Signature

Jon B. Howaniec, HR Director  
Printed Name and Title

jon.howaniec@clarkdietz.com  
E-mail Address

09/07/2016  
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 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.

# **CLARK DIETZ, INC.**

**Affirmative**

**Action**

**Plan**

**2016**

## **Table of Contents**

|   |          |
|---|----------|
| HISTORY OF CLARK DIETZ, INC. ....                             | 1        |
| STATEMENT OF PURPOSE AND SUPPORT FOR AFFIRMATIVE ACTION ..... | 2        |
| EEO LETTER.....   | Inserted |
| COMMUNICATIONS – INTERNAL.....                                | 3        |
| CLARK DIETZ EMPLOYMENT APPLICATION .....                      | Inserted |
| DRUG FREE WORKPLACE ACT.....                                  | 4        |
| CLARK DIETZ DRUG-FREE WORKPLACE POLICY .....                  | Inserted |
| SEXUAL HARASSMENT.....  | 5        |
| CLARK DIETZ SEXUAL HARASSMENT POLICY .....                    | Inserted |
| COMMUNICATIONS – EXTERNAL .....                               | 6        |
| CLARK DIETZ JOB POSTING .....                                 | Inserted |
| RESPONSIBILITY FOR IMPLEMENTATION .....                       | 7        |
| ORGANIZATION CHART .....                                      | 8        |
| CLARK DIETZ ORGANIZATION CHART .....                          | Inserted |
| DISSEMINATION OF POLICIES.....                                | 9        |
| CLARK DIETZ EEO POLICY .....                                  | Inserted |
| GOALS AND OBJECTIVES .....                                    | 10       |
| WORKFORCE ANALYSIS BY JOB TITLE, RACE & SEX .....             | Inserted |
| POLICY FOR SUBCONTRACTORS .....                               | 11       |
| ACCOMMODATION FOR THE DISABLED.....                           | 11       |
| MINORITY SCHOLARSHIPS .....                                   | 11       |
| CURRENT RECRUITING SOURCES.....                               | 11       |



## **AFFIRMATIVE ACTION PROGRAM FOR CLARK DIETZ, INC.**

### **HISTORY OF CLARK DIETZ, INC.**

Clark Dietz Engineers, Inc. was founded in 1953. The firm grew to become one of the major engineering/design firms in the United States having six regional offices in five states with corporate headquarters in Urbana, Illinois.

A brief history of the firm's ownership follows:

From its founding in 1953 to 1969 the firm's principal owners were James Clark and Jess Dietz. In 1969 the firm was purchased by Richardson Company. The firm was purchased by Rollins Leasing in 1975, a Wilmington, Delaware based Corporation. CRS Group, Inc., an architectural firm in Houston, Texas purchased the firm in 1978. CRS Group purchased the engineering firm of J.E. Serrine in Greenville, South Carolina in 1984, hence the name was changed to CRS Serrine, Inc. (CRSS).

In 1987 CRSS offered the Urbana Office for sale to the employees. Eight employees exercised the option and incorporated the firm in Illinois under the name Clark Dietz, Inc. That same year the firm was moved from Urbana, IL to Champaign, IL. To date the firm is still privately held with offices in Champaign, IL, Chicago, IL, Kenosha, WI, Wausau, WI, Milwaukee, WI, Indianapolis, IN, New Albany, IN and Evansville, IN.

Clark Dietz, Inc. is a multi-discipline consulting engineering firm with expertise in the disciplines of environmental, transportation, structural, electrical, and mechanical. For over a quarter of a century Clark Dietz, Inc. has offered design services for railroads, bridges, structural design, water and air pollution control facilities, mechanical and electrical design, construction observation and management, dams and flood plain management projects, facilities planning, ports and harbors, and traffic engineering.

Clark Dietz, Inc. is registered to practice professional engineering in the states of Illinois, Indiana, and Wisconsin under the direction of John I. Boldt, President and CEO and registered professional engineer.

Clark Dietz, Inc. offices are located at 125 W. Church St. in Champaign, IL 61820 with branch office at 118 S. Clinton St., Suite 700, Chicago, IL 60606; 5017 Green Bay Rd., Kenosha, WI 53144; 510 N. 17<sup>th</sup> Ave., Wausau, WI 54401; 759 N. Milwaukee St., Suite 624, Milwaukee, WI 53202; 8900 Keystone Crossing, Indianapolis, IN 46240; 319 Pearl Street, New Albany, IN 47150; and 7409 Eagle Crest Blvd., Evansville, IN 47715.

## **STATEMENT OF PURPOSE AND SUPPORT FOR AFFIRMATIVE ACTION**

In keeping with Title VII of the Civil Rights Act of 1964; Executive Order 11246; the Age Discrimination In Employment Act of 1967; the Vocational Rehabilitation Act of 1973; the Vietnam Era Veteran's Readjustment Act of 1974; the Pregnancy Discrimination Action of 1978; and the Illinois Human Rights Act of 1980, Title I of the Americans with Disabilities Act ("ADA") enacted in 1990, Clark Dietz, Inc. has established this written plan as a vehicle of support and practice of affirmative action.

The Company's equal opportunity policy applies to all persons without regard to race, sex, color, religion, national origin, ancestry, age, disability, military status, sexual orientation or any other classification protected by federal, state, or local laws.

In a letter to all Clark Dietz, Inc. employees, John I. Boldt, President and CEO stated:

"Each job applicant, and all present employees, will receive fair and equitable consideration in all matters pertaining to employment. Applicants will be considered for employment based upon criteria related to the job they would be expected to perform. Employees will receive equal treatment in the conditions and privileges of employment.....Equal employment opportunity is a sound and just policy to which this Company is firmly bound. The realization of that goal has my full support."

It is the Company's policy to maintain a discrimination-free work environment for all employees. Part of maintaining a good working atmosphere includes freedom from harassment based on race, religion, or national origin as well as sexual advances. Therefore, it is important for all employees to know and understand that no form of harassment will be tolerated. Employees are urged to discuss questionable situations with their manager or personnel contact.

Applicants and employees who are disabled, disabled veterans or veterans of the Vietnam era are invited to identify themselves so they may be included in the Company's Affirmative Action Program. Submission of this information is voluntary.



January 2016

## EQUAL EMPLOYMENT OPPORTUNITY

Clark Dietz, Inc. is an equal opportunity employer, and it is the policy of this company that all applicants and employees are entitled to equal employment opportunity. The company will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, handicap or veteran status. As part of this policy, the company will (1) recruit, hire and train all applicants and employees in all job titles without regard to their race, color, religion, sex, national origin, age, handicap or veteran status; (2) base employment decisions on the principle of furthering equal employment opportunity; (3) promote employees based upon job performance; and (4) insure that all personnel actions, such as hiring, probation, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreation programs, employee facilities, termination, and retirement will be administered without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Each job applicant, and all present employees, will receive fair and equitable consideration in all matters pertaining to employment. Applicants will be considered for employment based upon criteria related to the job they will be expected to perform. Employees will receive equal treatment in the conditions and privileges of employment.

Mr. Jon B. Howaniec, Director of Human Resources, has the overall responsibility to insure that Clark Dietz, Inc. is in compliance with this policy. Through both the establishment of and implementation of the company's personnel policies, Mr. Howaniec is directly responsible to me.

Clark Dietz, Inc. is committed to ensure non-discrimination at all levels within the organization. Management and supervisors are charged with the responsibility for carrying out the provisions of the plan. The cooperation and commitment of every employee is necessary in achieving effective and meaningful equal employment opportunity in every respect for all employees.

Equal employment opportunity is a sound and just policy to which Clark Dietz, Inc is firmly bound.

John I. Boldt, P.E.  
President & CEO

## **COMMUNICATIONS – INTERNAL**

Clark Dietz, Inc. policies are maintained on Clark Dietz, Inc. Intranet. All employees have access to the policies.

Clark Dietz, Inc. Equal Opportunity Statement signed by the Company's President is displayed prominently in all offices and is included in new employee packets.

The following posters are conspicuously displayed on Company bulletin boards in employee break room areas:

- "Equal Employment Opportunity is the Law" (OFCCP 1420)
- "Your Rights Under the FLSA" (WH1088)
- "Notice to Employees Working on Federal or Federally-Financed Construction Project" (WH1321)
- "Employee Polygraph Protection Plan"
- "Drug Free Workplace"
- "USERRA"
- "Family Medical Leave Act"

Application forms state that Clark Dietz, Inc. is an Equal Opportunity Employer. Candidates are invited to complete a voluntary self-identification form to help us analyze the effectiveness of the affirmative action plan in attracting a diverse candidate pool. This information is maintained in a separate file and is not shared with hiring managers or used in any way to make employment decisions.

The Company's EEO Policy is reviewed and updated by the Director of Human Resources when a law or regulation is changed or added that affects the policy.

Clark Dietz, Inc. subscribes to publications dealing with the latest personnel and legal changes as well as reports highlighting recent happenings in such areas as new legislation, government regulations, court cases, and professional surveys.

# Clark>Dietz

Date: \_\_\_\_\_

## Application for Employment

|   |  |                             |                            |     |
|---|--|-----------------------------|----------------------------|-----|
| <b>Please Print</b>   |  |                             |                            |     |
| First Name  |  | Middle Name                 | Last Name                  |     |
| Current Address   |  | City                        | State                      | Zip |
| Home Phone #  |  | Mobile Phone #              |                            |     |
| Date Available:   |  | Position Desired:           | Salary Desired:            |     |
| Are you available to work overtime?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |  | Part Time – Hours Available | Seasonal – Dates Available |     |

| General Information      |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you at least 18 years of age?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you able to perform the job duties for the position you have applied either with or without a reasonable accommodation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Yes, no accommodation needed  |
| <input type="checkbox"/> | <input type="checkbox"/> | Yes, with the following accommodation:  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a felony or misdemeanor, which has not been expunged, sealed, or impounded, pursuant to a court order? You are not obligated to disclose sealed or expunged records of conviction or arrest. (Note: A positive response to this question will not necessarily disqualify you from employment.) If yes, explain: |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you related to any employee of Clark Dietz, Inc.? If yes, provide name and relation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you able to travel as part of your job?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you willing to relocate? Which location(s)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you legally permitted or authorized to work in the U.S.?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you require sponsorship to work in the U.S. (ex: H1-B visa)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you hold a valid drivers license?  |

How did you learn about Clark Dietz?

Employee Referral \_\_\_\_\_ CD Web Site ☐ Job Ad In \_\_\_\_\_

College, Univ., Trade School \_\_\_\_\_ Other \_\_\_\_\_

### Education

Name of High School Attended \_\_\_\_\_ Address \_\_\_\_\_ GPA \_\_\_\_\_

Have you received a H.S. diploma or equivalent? Yes ☐ No ☐

List the names of colleges, universities or trade schools you have attended:

| Name of School – City and State | No of Years Attended | Did you Graduate? | Degree/Major | GPA |
|---------------------------------|----------------------|-------------------|--------------|-----|
|                                 |                      |                   |              |     |
|                                 |                      |                   |              |     |
|                                 |                      |                   |              |     |

### Skills, Training, Certifications

List special skills or training you have:

List software or tools that you are proficient with:

List organizations that you are affiliated with or certifications that you have:

### Employment (Most Recent)

Company \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Primary Duties \_\_\_\_\_

| Dates Employed | From Mo Yr | To Mo Yr | Salary Beg \$ End \$ |
|----------------|------------|----------|----------------------|
|                |            |          |                      |

| Employment       |         |    |            |                    |                |
|------------------|---------|----|------------|--------------------|----------------|
| Company          |         |    |            | Reason for Leaving |                |
| Street Address   |         |    |            | Telephone          |                |
| City, State, Zip |         |    |            |                    |                |
| Job Title        |         |    | Supervisor |                    | Primary Duties |
| Dates Employed   | From Mo | Yr | To Mo      | Yr                 |                |

| Employment       |         |    |            |                    |                |
|------------------|---------|----|------------|--------------------|----------------|
| Company          |         |    |            | Reason for Leaving |                |
| Street Address   |         |    |            | Telephone          |                |
| City, State, Zip |         |    |            |                    |                |
| Job Title        |         |    | Supervisor |                    | Primary Duties |
| Dates Employed   | From Mo | Yr | To Mo      | Yr                 |                |

| Professional References  |            |
|--|------------|
| Provide the name and telephone number of at least three individuals we may contact as references. Two references must be previous supervisors. |            |
| Name:  | Telephone: |
| Relationship:  |            |
| Name:  | Telephone: |
| Relationship:  |            |
| Name:  | Telephone: |
| Relationship:  |            |

#### TERMS AND CONDITIONS:

Clark Dietz, Inc. is an equal opportunity / affirmative action employer. All employment decisions are made on the basis of merit and qualifications and without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, genetic information or any other classification protected by federal, state or local law.

Clark Dietz, Inc. participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

#### AUTHORIZATION AND RELEASE

I authorize full investigation of all statements and information contained in this application and other pre-employment materials I have offered to Clark Dietz for consideration, including but not limited to my resume. I also authorize full disclosure of my prior education and work records, including disciplinary records. If an offer of employment is made, Clark Dietz will conduct a post-offer background check including; criminal history, driving record, SSN verification and, if required for the position, a credit check. All employment offers are contingent upon favorable results of these inquiries.

I understand I have a right to request disclosure of the nature, scope and results of such inquiries. I understand that incomplete, false or misleading statements in this application or other pre-employment materials offered by me may result in refusal to hire or discharge from employment, if employment has commenced.

#### NO CONTRACTS OF EMPLOYMENT/EMPLOYMENT RELATIONSHIP

I understand that this application is neither an offer to enter into a contract nor a contract of employment. I recognize and agree that, if I am employed by Clark Dietz, such employment will not result in a contract for employment and that I or Clark Dietz may terminate my employment relationship at any time and for any or no reason. I further recognize that nothing contained in any documents published by Clark Dietz shall in any way modify these terms and acknowledge that these terms cannot be modified in any way by any oral or written representations made by anyone employed by Clark Dietz.

#### VOLUNTARY SELF-IDENTIFICATION FORM

Clark Dietz, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, genetic information or any other classification protected by federal, state or local law.

The information you will be asked on the Voluntary Self-Identification Form will be used only in the compilation of data for affirmative action reporting. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Thank you for your cooperation in completing this form.

#### READ THIS INFORMATION CAREFULLY

I hereby release Clark Dietz, Inc. any prior employer, school or credit/background reporting agency, including their agents, employees, representatives or attorneys from all claims and liability which may arise from the providing or use of any personal, employment, school or credit references, and from any obligation to provide me with written notification of such disclosure (except as may be required by law).

---

Applicant's Signature (not printed)

---

Date

---

Printed Name of Applicant



**VOLUNTARY SELF-IDENTIFICATION FORM  
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

Clark Dietz, Inc is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law. The information below will be used only in the compilation of data for affirmative action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. Please return this page with your application.

**PLEASE COMPLETE IN FULL:**

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Sex: (Circle appropriate response)      Male      Female

Date of birth: \_\_\_\_\_

Applicant's zip code: \_\_\_\_\_

Please check one of the descriptions below corresponding to the racial/ethnic group with which you most identify.

- ☐ Hispanic or Latino
- ☐ White (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ American Indian or Alaska Native (Not Hispanic or Latino)
- ☐ Two or More Races (Not Hispanic or Latino)

Personal and Confidential

This form contains sensitive information and will be stored separately from personnel records.

## **DRUG FREE WORKPLACE ACT**

Under the Drug Free Workplace Act passed by Congress, any business or other organization receiving a contract of \$25,000 or more from the federal government for the sale of products or services must maintain a drug free workplace.

A written policy prohibiting the illegal presence of controlled drugs in the workplace has been distributed to all employees.

Clark Dietz, Inc. has established an ongoing awareness program for employees on the dangers of drug abuse in the workplace and of the employees' right to know about help that is available in combating drug problems.

## **DRUGS & ALCOHOL**

In compliance with the Drug-Free Workplace Act of 1988, the Company is committed to providing a safe, productive work environment. Alcohol and drug abuse pose a threat to the health and safety of our employees and others. For these reasons, the company is committed to the elimination of drug use and alcohol abuse in the workplace.

### **WORK RULES**

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Whenever employees are working, operating a company or personal vehicle for work, or are on a job site they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing any illegal drug or drug paraphernalia.
- Being under the influence of an illegal drug.

Any illegal drugs or drug paraphernalia discovered on company premises or on the job site will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **DRUG TESTING**

It is the policy of the Company to comply with our clients' work and safety rules. Some clients may require employees assigned to on-site projects to undergo drug screening. When this occurs employees who will be assigned to the project will be informed in advance.

### **PRESCRIPTION DRUGS**

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their manager. The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

### **ALCOHOL AND COMPANY EVENTS**

Employees are expected to act in a professional manner at all times while representing the Company. Alcohol use can impair judgment and cause health and safety problems. Therefore, excessive use of alcohol at any company sponsored function, including business travel, is prohibited. Moderate and responsible use of alcohol at company-sponsored functions, or in connection with business meals or entertainment is acceptable as long as it does not impair judgment or violate any laws governing blood alcohol level while operating a vehicle.

#### **EMPLOYEE ASSISTANCE**

The company will support employees who voluntarily seek help for drug or alcohol problems. Employees who seek assistance may be required to provide documentation that they are successfully following a prescribed treatment.

Employees who violate this policy or refuse to seek assistance for a substance abuse problem may be subject to corrective action, up to and including termination.

## **SEXUAL HARASSMENT**

It is the Company's policy to maintain a discrimination-free work environment for all employees. Part of maintaining a good working atmosphere includes freedom from harassment based on race, religion, or national origin as well as sexual advances. Therefore, it is important for all employees to know and understand that no form of harassment will be tolerated. Employees are urged to discuss questionable situations with their manager or personnel contact.

A written policy prohibiting sexual harassment in the workplace has been distributed to all employees.

## **SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT**

The company believes that every one of its employees has the right to be free from all forms of illegal harassment or intimidation such as harassment and intimidation based on race, color, religion, physical or mental handicaps, gender, sexual orientation, marital status, national origin, age or veterans status.

### **OVERVIEW**

Sexual harassment is behavior of a sexual nature made by a person who knows, or reasonably should know, that such behavior is unwanted or offensive. Sexual harassment can involve males or females being harassed by members of either sex.

Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples may include (but are not limited to):

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request; or denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request.
- Engaging in physical contact or touching another employee in a way that is unwelcome.
- Making sexually suggestive verbal remarks or engaging in conversation that is sexually suggestive or may be deemed to be inappropriate.
- Displaying, storing, or transmitting pornographic or sexually oriented materials.
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.
- Creating or contributing to an offensive environment, including the use of vulgar language, displaying sexually suggestive images or telling sexual stories or jokes.

Sexual harassment can be physical and/or psychological in nature. A series of incidents can constitute sexual harassment even if one of the incidents considered on its own may not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on company premises and whether or not the incidents occur during working hours.

## REPORTING PROCEDURE

If an employee believes that he/she has been subject to or witnessed sexual harassment or any other forms of harassment or intimidation described above they should:

- Inform the other party that their conduct is un-welcome and request it to stop.
- Report the incident to their Manager or an Officer of the Company.
- Document the incident in writing and provide specific details as to what occurred, when and where it occurred and who was involved, including any witnesses.
- Provide written documentation to the HR Director.

All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures may be considered evidence of a vexatious intent on the part of the accuser. If an employee is made aware of another employee being harassed, this should also be reported immediately.

All reports of sexual harassment will be thoroughly investigated. Investigations will be conducted confidentially. During the course of an investigation information will be revealed strictly on a need-to-know basis. No retaliatory action will be taken against any employee who uses or participates in this complaint procedure.

Employees who violate this policy are subject to corrective action up to and including immediate termination.

---

Employee's Signature

---

Date

---

Employee's Name (Print)

---

Clark Dietz, Inc.

## **COMMUNICATIONS – EXTERNAL**

Clark Dietz, Inc. includes the statement "An Equal Opportunity Employer (M/F/H/V)" on recruiting advertisements placed in newspapers, publications and on the Internet.

The Company's Business Development Brochure states that Clark Dietz, Inc. is an equal opportunity employer. The Equal Opportunity Clause is bound in all specification documents produced by the firm.





Clark Dietz, Inc. is a Midwest based, employee owned, multi-discipline consulting engineering firm. We are a recognized leader in civil, environmental, structural, mechanical and electrical engineering. Our depth of talent across disciplines allows our staff the opportunity for professional growth and collaboration to serve our clients with innovative, sustainable solutions.

We currently have an opportunity for a **Civil Engineer** to join our **Chicago, IL** Transportation Department. The selected candidate will work as part of a team providing transportation planning and design services to a variety of state and local agencies in Illinois.

### **Position Requirements**

- B.S. degree in Civil Engineering with 3.0 cumulative GPA; EIT is required.
- Must have a strong interest in the field of transportation engineering and a desire to learn and develop skills toward becoming a licensed Professional Engineer.
- A minimum of 3 years of previous transportation engineering experience is required.
- Demonstrated ability to learn and apply civil engineering fundamentals to academic or real world projects.
- Ability to learn and interpret IDOT BDE manual as well as AASHTO and MUTCD standards.
- Strong verbal and written communication skills with the ability to draft reports and make presentations are required.
- Ability to develop productive relationships with co-workers, client representatives and project partners.
- Previous experience with Microstation v8, GeoPak, ArcGIS, HCS and Synchro are desired. Proficiency with MS Office is required.
- Ability to travel and work extended hours as needed and perform other duties as assigned.

As an employee owned firm, Clark Dietz offers an excellent compensation and benefits package including: competitive base salary, staff bonus program, annual education budget, 401k, ESOP, ownership opportunity and comprehensive insurance benefits. Qualified candidates may apply at [www.clarkdietz.com/jobs](http://www.clarkdietz.com/jobs). To learn more about our firm please visit [www.clarkdietz.com](http://www.clarkdietz.com)

EOE M/F/D/V

## **RESPONSIBILITY FOR IMPLEMENTATION**

Jon B. Howaniec, Director of Human Resources, reports directly to John I. Boldt, President and CEO. His duties include, but are not necessarily limited to:

Assisting management in collecting and analyzing employment data;

Developing policy statements, affirmative action programs, and recruitment techniques designed to comply with equal employment policies;

Complying with various statutory record keeping and notice requirements;

Preparing an annual review and summary of the Company's affirmative action program and the results achieved under these programs for submission to the President;

Assisting supervisory personnel in arriving at solutions to specific personnel problems;

Serving as liaison between the Company and government agencies, minority and women's organizations, and other community groups; and

Keeping management informed of the latest developments in the entire equal employment opportunity area.

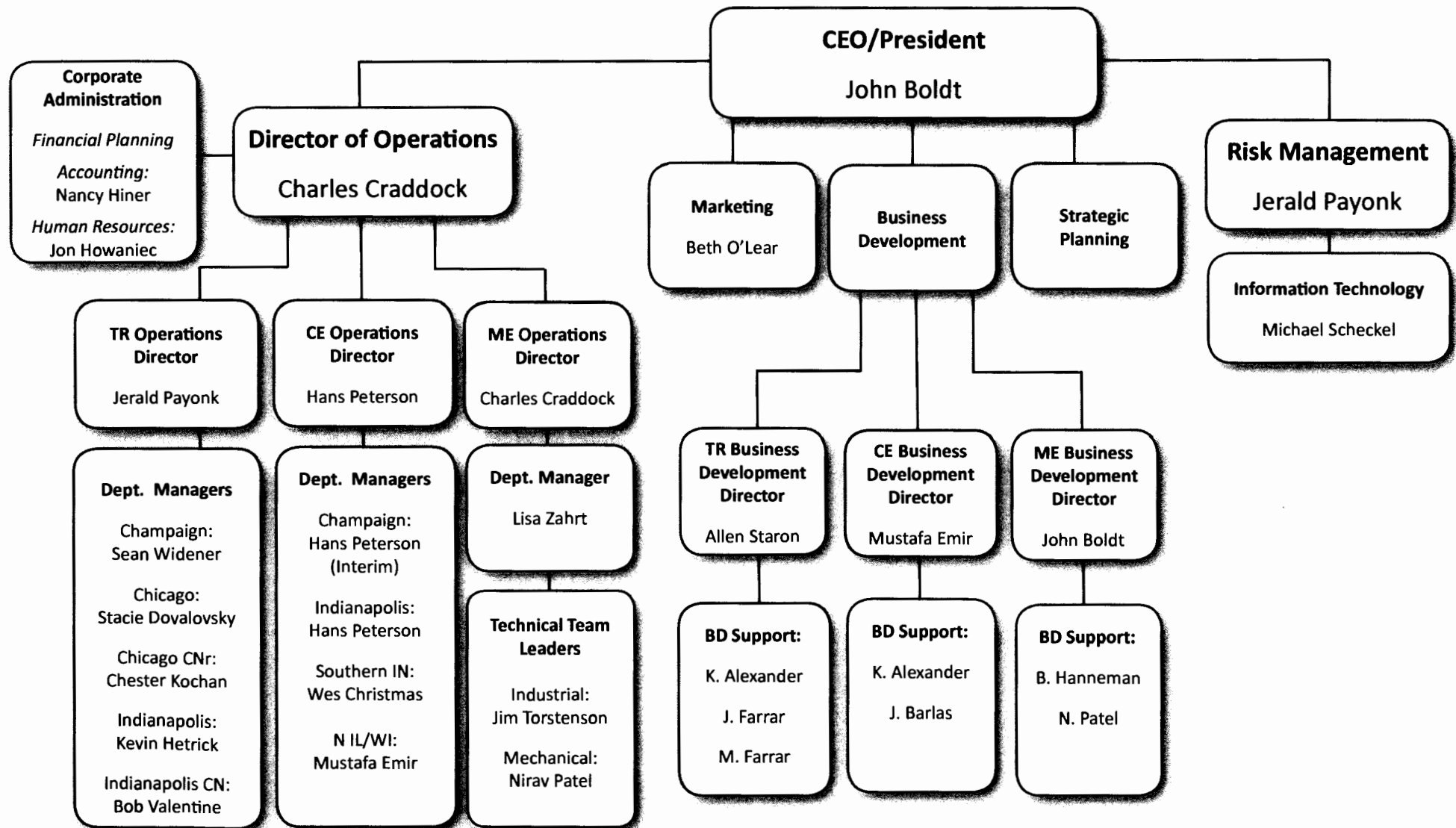
Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter shall be referred to the Director of Human Resources.

Distribution of the company's EEO Statement to all new employees.

## **ORGANIZATION CHART**

While overall authority for implementing this policy is assigned to the Director of Human Resources, an effective equal opportunity program cannot be achieved without the full support of supervisory personnel at all levels. An organizational chart depicting this structure is attached. Department managers are fully informed of this firm's dedication to equal employment opportunity, and are strongly urged to participate in an active role in achieving the goals and objectives stated herein.

# 2016 Firm Organization



## **DISSEMINATION OF POLICIES**

A draft of all company policies is presented to the Board of Directors. Once approved, policies are distributed via e-mail to all employees. Clark Dietz, Inc. policy manual is available on its intranet. The dissemination of policies regarding equal employment opportunity and affirmative action planning shall be the responsibility of the Director of Human Resources. Clark Dietz, Inc. existing EEO policy is included in this manual, and will be evaluated annually, with revisions made as needed to achieve the goals and objectives stated herein.

At the discretion of the Director of Human Resources, department managers will be trained in policies and techniques regarding achieving affirmative action goals, as well as encouraged to participate in workshops or seminars regarding equal employment opportunity and affirmative action so they may most effectively participate in this firm's realization of affirmative action and equal employment opportunity goals.

Further, all employee communication media are utilized to keep employees and the public informed of this firm's commitment to affirmative action. Examples may include, but are not limited to, bulletin boards, discussions to orient new employees, in-house publications, and word-of-mouth all emphasize this firm's strong commitment to attempt to remove disparate effects of past discrimination.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the company to provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, gender, national origin, ancestry, age, marital status, disability, veteran status or any other classifications protected by federal, state or local laws.

This policy applies to all terms, conditions, and privileges of employment including hiring, introductory period, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreation programs, employee facilities, termination, and retirement.

The HR Director, who reports directly to the President, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Duties include, but are not necessarily limited to:

- Assisting management in collecting and analyzing employment data;
- Developing policy statements and recruitment techniques designed to comply with the equal employment policy of the Company;
- Complying with various statutory record keeping and notice requirements;
- Assisting supervisory personnel in arriving at solutions to specific personnel problems;
- Serving as liaison between the Company and government agencies, minority and women's organizations, and other community groups; and
- Keeping management informed of the latest developments in the equal employment opportunity area.

Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity employment matter shall be referred to the Director of Human Resources.

While overall authority for implementing this policy is assigned to the HR Director, an effective equal employment opportunity program cannot be achieved without the support of management at all levels.

## **GOALS AND OBJECTIVES**

It is the intent and desire of this company to afford all existing personnel and all applicants equal opportunity in all phases of employment and pre-employment. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, or handicap.

This plan has been developed to achieve full and prompt utilization of minorities, handicapped persons, Vietnam era veterans, disabled veterans, and women at all levels within this company. The results of this plan are reviewed annually, and the plan modified as necessary to achieve the stated objectives. This plan will be evaluated and rewritten every five years.

All officials within this company, as well as employment and advertising agencies with whom this company transacts business are informed of this firm's commitment to affirmative action. In addition, every reasonable effort to contract outside services with protected class businesses will be made at all levels.

## Section D - EMPLOYMENT DATA

| Job<br>Categories      | Number of Employees   |        |                        |                                 |   |       |   |                         |        |                                 |   |       |   |                         |     | Total<br>Col<br>A - N |
|------------------------|-----------------------|--------|------------------------|---------------------------------|---|-------|---|-------------------------|--------|---------------------------------|---|-------|---|-------------------------|-----|-----------------------|
|                        | Race/Ethnicity        |        |                        |                                 |   |       |   |                         |        |                                 |   |       |   |                         |     |                       |
|                        | Hispanic or<br>Latino |        | Not Hispanic or Latino |                                 |   |       |   |                         |        |                                 |   |       |   |                         |     |                       |
|                        |                       |        | Male                   |                                 |   |       |   |                         | Female |                                 |   |       |   |                         |     |                       |
|                        | Male                  | Female | White                  | Black or<br>African<br>American | Native<br>Hawaiian<br>or Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or<br>more<br>races | White  | Black or<br>African<br>American | Native<br>Hawaiian<br>or Other<br>Pacific<br>Islander | Asian | American<br>Indian or<br>Alaska<br>Native | Two or<br>more<br>races |     |                       |
|                        |                       |        |                        |                                 |   |       |   |                         |        |                                 |   |       |   |                         |     |                       |
| A                      | B                     | C      | D                      | E                               | F   | G     | H   | I                       | J      | K                               | L   | M     | N   | O                       |     |                       |
| 1 Officials & Managers | 0                     | 0      | 14                     | 0                               | 0   | 0     | 0   | 0                       | 3      | 0                               | 0   | 0     | 0   | 0                       | 17  |                       |
| 2 Professionals        | 1                     | 1      | 36                     | 3                               | 0   | 3     | 0   | 0                       | 9      | 0                               | 0   | 0     | 0   | 0                       | 53  |                       |
| 3 Technicians          | 0                     | 0      | 21                     | 0                               | 0   | 1     | 0   | 0                       | 1      | 0                               | 0   | 0     | 0   | 0                       | 23  |                       |
| 4 Sales Workers        | 0                     | 0      | 3                      | 0                               | 0   | 0     | 0   | 0                       | 0      | 0                               | 0   | 0     | 0   | 0                       | 3   |                       |
| 5 Admin Supp Workers   | 0                     | 0      | 0                      | 0                               | 0   | 0     | 0   | 0                       | 10     | 0                               | 0   | 0     | 0   | 0                       | 10  |                       |
| 10 Total               | 1                     | 1      | 74                     | 3                               | 0   | 4     | 0   | 0                       | 23     | 0                               | 0   | 0     | 0   | 0                       | 106 |                       |
| 11 Previous Year Total | 1                     | 1      | 78                     | 3                               | 0   | 3     | 0   | 0                       | 23     | 0                               | 0   | 1     | 0   | 0                       | 110 |                       |

1. Date(s) of Payroll period used 09/07/16 Thru 09/07/16

2. Does Establishment Employ Apprentices? Y



## **POLICY FOR SUBCONTRACTORS**

It is the practice of this firm that any subcontractors utilized by Clark Dietz, Inc. are aware of this firm's commitment to affirmative action. All subcontractors are expected to comply with equal opportunity legislation, and every effort to utilize subcontractors that qualify as minority, or woman-owned small businesses will be made.

## **ACCOMMODATION FOR THE DISABLED**

Clark Dietz, Inc. will provide reasonable accommodations to persons with qualifying physical or mental disabilities, unless such an accommodation would cause the Company undue hardship.

## **MINORITY SCHOLARSHIPS**

Clark Dietz, Inc sponsors scholarships each year for minority students interested in pursuing a degree in the field of engineering at the following institutions:

- University of Illinois at Urbana Champaign
- University of Illinois at Chicago
- University of Wisconsin at Platteville
- Purdue University
- Rose-Hulman Institute of Technology

## **CURRENT RECRUITING SOURCES**

Clark Dietz, Inc. currently recruits from the following resources:

### **General:**

- American Council of Engineering Companies  
[www.acec.org](http://www.acec.org)
- American Society of Civil Engineers  
[www.asce.org](http://www.asce.org)
- Diversity Jobs  
[www.diversityjobs.com](http://www.diversityjobs.com)
- US.jobs by National Labor Exchange  
[www.us.jobs](http://www.us.jobs)

- Purdue University  
[www.purdue.edu](http://www.purdue.edu)
- University of Illinois at Urbana Champaign  
[www.illinois.edu](http://www.illinois.edu)
- University of Illinois at Chicago  
[www.uic.edu](http://www.uic.edu)
- Milwaukee School of Engineering  
[www.msOE.edu](http://www.msOE.edu)
- University of Wisconsin at Platteville  
[www.uwplatt.edu](http://www.uwplatt.edu)
- University of Wisconsin at Milwaukee  
[www.uwm.edu](http://www.uwm.edu)
- Michigan Technological University  
[www.mtu.edu](http://www.mtu.edu)

**For African-American candidates:**

- The National Society of Black Engineers  
[www.nsbe.org](http://www.nsbe.org)
  - Chapters:
    - University of Illinois at Chicago Chapter
    - University of Illinois at Urbana Champaign Chapter
    - University of Wisconsin – Madison Chapter

**For Hispanic candidates:**

- The Society of Hispanic Professional Engineers  
[www.shpe.org](http://www.shpe.org)
  - Chapters:
    - Chicago Chapter
    - Region 6 Chapter
    - University of Illinois at Chicago Chapter
    - Purdue University – West Lafayette Chapter
    - University of Wisconsin – Madison Chapter

**For female candidates:**

- The Society of Women Engineers  
[www.swe.org](http://www.swe.org)
  - Chapters:
    - Central IL Section
    - Central IN Section
    - Wisconsin Chapter
    - University of Illinois at Chicago Chapter
    - Chicago Chapter
    - Purdue University – West Lafayette Chapter
- Women in Engineering Programs at:
  - University of Illinois at Chicago
  - University of Illinois at Urbana Champaign
  - Purdue University – West Lafayette
  - University of Wisconsin – Platteville



September 7, 2016

City of Urbana  
Human Relations Division  
400 South Vine St.  
Urbana, IL 61801

Re: Equal Employment Opportunity (E.E.O) Workforce Statistics Form

To Whom It May Concern,

Attached are our updated Equal Employment Opportunity (E.E.O) Workforce Statistics Form and Clark Dietz Affirmative Action Plan (including copies of Clark Dietz's EEO statement and policy prohibiting Sexual Harassment). If you have any questions, please don't hesitate to contact me at (312) 466-8259.

Sincerely,

Jon B. Howaniec  
HR Director  
Clark Dietz, Inc.