

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

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: McDowell Builders, Inc.

d/b/a: McDowell Builders, Inc.

Address: P.O. Box 140

City/State/Zip: Sidell, IL 61876

Telephone Number(s) include area code: 217-288-9397

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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FEI Number: 37-1162514

Social Security Number:

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

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	X	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Brad McDowell</u> Title: <u>President</u> Telephone: <u>217-288-9397</u> Email: <u>mcowellbldrsinc84@yahoo.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. 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?	X	
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

McDowell Builders, Inc.

110 Market St., P.O. Box 140, Sidell, IL 61876
(217) 288-9397 • FAX (217) 288-9232
mcdowellbidsinc84@yahoo.com

ARTICLE I – AFFIRMATIVE ACTION PLAN

This to state that it is the policy of McDowell Builders, Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Acts of 1964, Equal Employment Act of 1972 and all other applicable laws. McDowell Builders, Inc. also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act and other orders pertaining to equal employment opportunity. McDowell Builders, Inc. has undertaken a positive Affirmative action Program to effectively implement and enforce this policy at all times. The EEO officer monitoring the company's Affirmative Action Program is: Brad McDowell, President of McDowell Builders, Inc.

ARTICLE II – SAFETY AND HEALTH TRAINING

McDowell Builders, Inc. will provide periodic safety meetings for all employees of all trades they employ. The supervisor will give employees verbal instructions and specific direction on how to do perform assigned job tasks safely. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment. All employees will be retrained periodically on safety rules, policies and procedures and when changes are made to the workplace safety manual. This manual consists of all rules and regulations of OSHA requirements.

ARTICLE III – DRUG/ALCOHOL TESTING

All employees of McDowell Builders, Inc. will participate in a Drug/Alcohol testing program that is obtained by the company. The program includes pre-employment testing. Drugs, stimulants, or similar materials shall not be used on the job except those obtained with a doctor's prescription. McDowell Builders, Inc. has adopted and will enforce the State of Illinois Substance Abuse Prevention on Public Works Project Act (#820-ILCS 265/) which states: Section 10: Substance abuse prohibited. No employee may use, possess, distribute, deliver or be under the influence of alcohol, while performing work on a public works project. An employee is considered to be under the influence of alcohol for purposes of this Act if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02.

Section 15. Substance abuse prevention programs required:

- A.) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.
- B.) A prohibition against the actions or conditions specified in Section 10.
- C.) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.
- D.) A procedure for notifying an employee who violates Section 10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of Section 20.

ARTICLE IV – GENERAL REQUIREMENTS

McDowell Builders, Inc. has a zero-tolerance policy for all behavior that threatens, intimidates or harasses any individual by their actions, conduct or communication. These include bringing unauthorized weapons to work, urinating in an undesignated area, language not conducive to the environment including jokes, comments, references or slurs of racial, ethnic or religious nature. All other behaviors and actions not listed will be dealt with accordingly.

Design – Build Contractors
Construction Managers
Metal Building Specialists
Steel Erectors, Millwrights

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	2		2									
Professionals												
Technicians												
Sales Workers												
Office & Clerical	2		2									
Craft Workers (Skilled)	7		7									
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	11		11									
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>2/1/2018</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								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	2							
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*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.

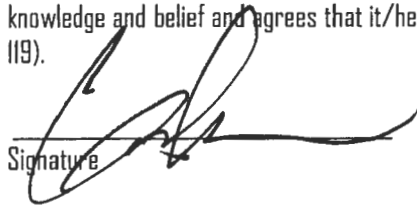
TABLE C - WORKFORCE TURNDVER SINCE PREVIOUS EEO REPORT

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			Zero					
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).

Signature



Craig Lane - Vice President 1
Printed Name and Title

mcowellbltrsinc84@yahoo.com
E-mail Address

2/1/2018
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 _____

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mcdowellbldrsinc84@yahoo.com

SEXUAL HARASSMENT POLICY

McDowell Builders, Inc. is committed to providing a working environment free from discrimination and to prohibit harassment of its employees and applicants, including sexual harassment. McDowell Builders, Inc. will implement the policy to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination and harassment of employment.

Sexual Harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job.

Conduct Constitutes Harassment 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 and/or retaliation.
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment due to race, religion, sex, sexual harassment, national origin, disability, age, military or veteran status will not be tolerated in the McDowell Builders, Inc. workplace. Such conduct is subject to discipline, up to and including termination.

Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to the company's designated EEO Officer.

The company will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact Craig Lane, EEO Office at 217-288-9397.

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