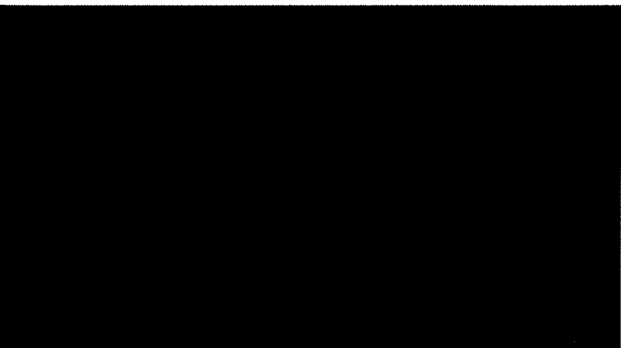


**CITY OF URBANA
HUMAN RELATIONS DIVISION
400 SOUTH VINE ST.
URBANA, ILLINOIS 61801
(217) 384-2455 (phone); 328-8288 (fax)
hro@urbanaininois.us**



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

I. Company Name and Address:

Name: Schomburg & Schomburg Construction, Inc.

d/b/a:

Address: 923 N. Collett St.

City/State/Zip: Danville, IL 61832

Telephone Number(s) include area code: 217-442-3002

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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FEI Number: 36-3017135

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): General Contractor Services

4. Project on which your company is bidding: Fire Station Bathroom Renovation

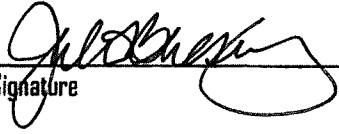
5. City of Urbana contact staff assigned to contract: Vince Gustafson

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>Butch Buesing</u> Title: <u>Vice President & COO</u> Telephone: <u>217-442-3002</u> Email: <u>bbuesing@schomburginc.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	

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

Julie Buesing, President & CEO
Printed Name and Title

accounting@schomburginc.com
E-mail Address

1/12/18
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?

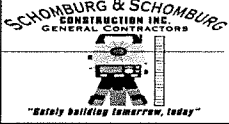
YES NO

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

YES NO

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

YES NO

	Schomburg & Schomburg Construction Inc. Sexual Harassment Policy		Doc No:	SHP
			Initial Issue Date:	1 Jan 2014
SEXUAL HARASSEMENT POLICY			Revision Date:	Initial Version
			Revision No.:	4
			Next Review Date:	1 Jan 2020
Preparation: COO	Authority: President/CEO	Issuing Dept: Safety	Page:	Page 1 of 2 - 1 -Page 1 of 2

Purpose

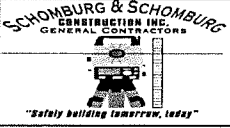
Sexual Harassment

In accordance with our commitment to provide equal employment opportunities, the company prohibits all forms of unlawful harassment of any Employee, whether such harassment is because of sex, race, color, religion, national origin, disability, citizenship, ancestry, age marital status, sexual orientation, military or veteran status, or any other characteristic protected by law. This policy specifically prohibits any form of sexual harassment. At Schomburg & Schomburg, sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such is either explicitly or implicitly made a term or condition of an individual's employment; or,
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or,
3. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment may include, but are not limited to: Unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment threats or demands to submit to sexual requests in order to obtain or retain any employment benefit, verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation; sexual jokes, gender or sex-based pranks; propositions; suggestive, insulting, sexual comments, gestures or other verbal abuse of a sexual nature; verbal commentary about an individual's appearance, body, sexual prowess or sexual deficiencies; flirtations; advances; leering; whistling; touching; pinching; assault;

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Preparation: COO	Authority: President/CEO	Issuing Dept: Safety	Page:	Page 2 of 2 - 2 -Page 2 of 2

coerced sexual acts; blocking normal movements; visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings; and other displays in the work place of sexually suggestive objects or pictures, including through email and the Internet.

This policy covers all individuals in the workplace. Schomburg & Schomburg will not tolerate, condone, or allow sexual or other unlawful harassment, whether engaged in by fellow employees, supervisors, or by outside clients, or other non-employees who conduct business with Schomburg & Schomburg. The Company encourages reporting of all incidents of sexual or other unlawful harassment, regardless of who the offender may be, or of the offender's relationship to Schomburg & Schomburg.

Individuals who believe they have been subjected to sexual harassment should report the incident to the Main office – CEO. When an employee reports harassment as specified above, Schomburg & Schomburg will undertake a prompt investigation appropriate to the circumstances. Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with Schomburg & Schomburg need to undertake a full investigation.

An individual will not be subject to reprisal or retaliation for reporting incidents that he or she, in good faith, believes to be violations of this policy, or for being involved in the investigation or suspected harassment. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discriminatory harassment or participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action up to and including termination.