

2015

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2466 (phone); 384-2426 (fax)</b> <b>terent@city.urbana.il.us</b>	<b>Office Use Only (05/13)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>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>I. Company Name and Address:</b>		
Name: <b>CENTRAL ILLINOIS TILE CO.</b>		
d/b/a:		
Address: <b>PO Box 3155</b>		
City/State/Zip: <b>Champaign IL 61826</b>		
Telephone Number(s) include area code: <b>217-259-7945</b>		
Check one of the following		
Corporation	<input checked="" type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
FEI Number: <b>37-0987495</b>		Social Security Number:
<b>2. Name and Address of the Company's Principal Office (answer only if not the same as above)</b>		
Name:		
Address: <b>3302 N. Mattis Ave</b>		
City/State/Zip <b>Champaign IL 61822</b>		
<b>3. Major activity of your company (product or service):</b> <b>Construction</b>		
<b>4. Project on which your company is bidding:</b> <b>2015 Full depth patching</b>		
<b>5. City of Urbana contact staff assigned to contract:</b> <b>William Gray</b>		

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

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

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


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

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

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

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

Name of the Business **CENTRAL ILLINOIS TILE CO.**

Signed By: 

Printed Name: Jeffery Schlueker

Business Address: PO Box 3755 Champaign IL 61826

Business Phone Number: 217-359-7945

Date 8-25-15

## 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>Ellen Huss</u> Title: <u>Office Admin</u> Telephone: <u>217-259-7945</u> Email: <u>Cit2@volo.net</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O 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) 384-2466 or terent@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.	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 III. Employment Information

Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EED 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 underrepresented 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	4		4									
Professionals												
Technicians												
Sales Workers												
Office & Clerical		1		1								
Craft Workers (Skilled)	1		1									
Operatives (Semi-Skilled)	5		5									
Laborers (Unskilled)	2		1		2							
Service Workers												
<b>TOTAL</b>	<b>13</b>	<b>1</b>	<b>11</b>	<b>1</b>	<b>2</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>8-24-15</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	2							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	3	1	1					
Operatives (Semi-Skilled)	3							
Laborers (Unskilled)	7	1	2					
Service Workers								
<b>TOTAL</b>	<b>15</b>	<b>2</b>	<b>3</b>					

\*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

**For Contractors:**

**Data provided in Table B will be verified by worksite inspections.**

**TABLE C\*\* WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	5				2			
Operatives (Semi-Skilled)	39	4	1		52	5	1	
Laborers (Unskilled)	52	4	8	2	84	6	13	1
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).

Ellen Nuss  
Signature

Ellen Nuss Office Admin 8/24/15  
Typed Name and Title 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, lawyers, 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.

DATE: 08/25/2015

CENTRAL ILLINOIS TILE CO.  
 EQUAL EMPLOYMENT OPPORTUNITY REPORT  
 January 1, 2014 - June 30, 2015

LABOR CLASS		TOTAL HOURS	BLACK	HISPANIC	INDIAN	ASIAN	TOTAL EMPLOYEES	MINORITY EMPLOYEES
COMPANY FOREMAN	M	1,869	0	0	0	0	2	0
	F	0	0	0	0	0	0	0
LABOR-GEN FOREMAN	M	598	0	0	0	0	1	0
	F	0	0	0	0	0	0	0
CEMENT FINISHER	M	46	0	0	0	0	1	0
	F	0	0	0	0	0	0	0
EQUIP OPERATOR	M	4,341	0	0	0	0	35	0
	F	104	0	0	0	0	1	0
EQUIP OP - APPRENTICE	M	501	0	0	0	0	4	0
	F	0	0	0	0	0	0	0
LABORER	M	5,658	2,461	817	0	19	71	14
	F	328	82	0	0	0	5	1
LABOR APPRENTICES	M	538	0	76	0	0	15	1
	F	19	0	0	0	0	1	0
TRUCK DRIVER	M	1,884	18	0	0	0	13	1
	F	644	0	0	0	0	4	0
GRAND TOTALS	M	15,433	2,479	893	0	19	142	16
	F	1,094	82	0	0	0	11	1

CENTRAL ILLINOIS TILE COMPANY										
2013 WORKFORCE BREAKDOWN										
LABOR CLASS		TOTAL					FEMALE	MINORITY	TOTAL	TOTAL
		HOURS	BLACK	HISPANIC	INDIAN	ASIAN	HOURS	HOURS %	EMPLOYEES	MINORITY
COMPANY FOREMAN	M	2,479.00	0.00	0.00	0.00	0.00			3	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
CEMENT FINISHER	M	139.00	0.00	0.00	0.00	0.00			5	0
	F	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0
EQUIPMENT OPERATOR	M	4,823.00	43.00	0.00	0.00	0.00			33	1
	F	109.00	0.00	0.00	0.00	0.00	109.00	1%	1	0
LABORER	M	5,862.00	2,793.00	8.50	0.00	0.00			48	9
	F	385.00	169.00	0.00	0.00	0.00	385.00	49%	4	2
LABORER-APPRENT	M	455.00	68.00	0.00	0.00	0.00			6	1
	F	0.00	0.00	0.00	0.00	0.00	0.00	15%	0	0
TRUCK DRIVER	M	1,398.00	0.00	0.00	0.00	0.00			6	0
	F	187.00	0.00	0.00	0.00	0.00	187.00	0	3	0
GRAND TOTAL	M	15,156.00	2,861.00	8.50	0.00	0.00			101	11
	F	681.00	169.00	0.00	0.00	0.00	681.00	20%	8	2





# CENTRAL ILLINOIS TILE CO.

3302 North Mattis Avenue, P.O. Box 3755  
Champaign, Illinois 61826-3755

AFFIRMATIVE ACTION PROGRAM

Office 217-359-7945

And

FAX 217-359-9683

## EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

1. Our program shall be to give equal treatment to all present employees and prospective applicants. Our sole basis for continued employment is competent performance of the job demanded.
2. Our policy is to hire employees on a per-job basis, obtaining our applicants from local union referral halls. At the pre-job conference with each local union, we shall request minority and female workers in a ratio in accordance with State of Illinois affirmative action requirements.
3. We agree that when advertising for employees for such positions as supervisors, superintendents or clericals, the advertisement shall contain the notation "Equal Opportunity Employer".
4. We will seek the cooperation of representatives of labor unions toward the end of increasing minority and female opportunities within the unions and effecting a greater number of referrals of minorities and females.
5. We will seek to secure subcontractors who have similar Affirmative Action Programs and Equal Employment Opportunity Programs, and that these programs shall be incorporated in the subcontract agreement.
6. We will keep such records as are necessary to determine compliance with, and progress under, our Equal Employment Opportunity Program.
7. Copies of this program shall be posted in our main office, and at each job site office, for the perusal of our present employees and prospective applicants.
8. We agree to pay the prevailing wage rate as determined by each craft on a nondiscriminatory basis, and that all other wages shall be periodically reviewed together with employee benefits and promotional capabilities to discover and adjust any discriminatory inequities.
9. Ellen Nuss has been appointed EEO Officer for Central Illinois Tile Company. She has full authority to enforce this EEO policy. All questions, complaints, or points of information should be directed to her attention at the above office address.

CENTRAL ILLINOIS TILE COMPANY

By   
Jeffrey A. Schlueter, President

FEIN #37-0987495  
FEPC #102428-00



## CENTRAL ILLINOIS TILE CO.

3302 North Mattis Avenue, P.O. Box 3755

Champaign, Illinois 61826-3755

Office 217-359-7945

FAX 217-359-9683

### **POLICY ON SEXUAL HARASSMENT**

#### RIGHTS AND RESPONSIBILITIES

It is the responsibility of each individual employee to refrain from sexual harassment, and, it is the right of each individual employee to work in an environment free from sexual harassments.

#### DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U. S. Civil Rights Act of 1964, as amended in 1991.

One example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging, or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart", is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement is simply a compliment. The last is most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

#### RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Every employee has the responsibility to refrain from sexual harassment in the workplace.

Each individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with departmental policy or a bargaining agreement, as appropriate.

#### RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as our supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the agency.

Specifically, supervisors must address any observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Supervisors must also ensure that no retaliation will result against an employee making a sexual harassment complaint.

Our company's Equal Employment Opportunity (EEO) Officer, *Ellen Nuss* is available to consult with supervisors on the proper procedure to follow.

#### PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with this incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, EEO Officer and offending employee. It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Written records such as letters, notes, memos, and telephone messages can strengthen documentation.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages.

- **Direct Communication.** If there is a sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- **Contact with Supervisor Personnel.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the EEO Officer.

- **Formal Written Complaint.** An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Department.** It is hoped that most sexual harassment complaints and incidents can be resolved within our Company. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion, after filing a complaint with IDHR or EEOC, may file a retaliating charge within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

#### FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith, which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

Company EEO Officer:

Ellen Nuss  
3302 N Mattis Ave.  
PO Box 3755  
Champaign IL 61826  
217-359-7945

Central Illinois Tile Co.

Dated January 15<sup>th</sup> 2014

By Jeffery A. Schlueter  
Jeffery A. Schlueter, President