

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@city.urbana.il.us	Office Use Only (05/13)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

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

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

Section I. Identification

1. Company Name and Address:

Name: Dirtworks Trucking : Excavating Co.

d/b/a: Bill Schlueter Stump Grinding

Address: PO Box 1024, 1130 N Century

City/State/Zip: Plantou IL 61866

Telephone Number(s) include area code: 217-377-4005 OR 217-418-2557

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: 81-5098919 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): Stump Grinding

4. Project on which your company is bidding: 1718-01

5. City of Urbana contact staff assigned to contract: Michael Brunke

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>Denise E Schlueker</u> Title: <u>Vice President</u> Telephone: <u>217-778-7560</u> Email: <u>dschlueker@ic@gmail.com</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. 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.	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. <i>Does the company have collective bargaining agreements with labor organizations?</i>		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?		

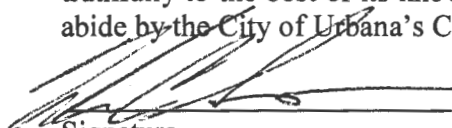
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, 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) 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.

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical		2		2								
Craft Workers (Skilled)	3		1		1		1					
Operatives (Semi-Skilled)	1		1									
Laborers (Unskilled)												
Service Workers												
TOTAL	4	2	2	2	1	0	1	0	0	0	0	0
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: July 17, 2017												

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

William C. Schlueter President
Typed Name and Title

July 17, 2017
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 _____

DWT&E

Dirtworks Trucking & Excavating Company

1130 N. Century Blvd.
P.O. Box 1024, Rantoul, IL 61866
dirtworkstruckingexcavating@gmail.com
217-202-4785/217-778-7560

Date: 1 February 2017

Subject: Sexual Harassment

1. Purpose and Applicability:

a. The principle behind this policy letter is that of "zero tolerance" of Sexual Harassment within the Dirtworks Trucking & Excavating Company (DWT&E Co.). Provisions outlined will provide guidance as to identification, reporting, investigation of, and the potential outcome as a result of a filed complaint of Sexual Harassment. This applies to all current and potential DWT&E Co. employees.

b. Sexual Harassment is a form of discrimination that violates acceptable standards of integrity and impartiality required of all DWT&E Co. employees. It interferes with mission accomplishments and employee cohesion.

2. General:

a. DWT&E Co. has "zero tolerance" of Sexual Harassment in the workplace. Provisions outlined will provide guidance as to identification, reporting, investigation of, and the potential outcome as a result of a filed complaint of Sexual Harassment. This applies to all current and potential employees.

b. Sexual Harassment is a form of discrimination that violates acceptable standards, integrity and impartiality required of all DWT&E Co. employees.

c. Provisions outlined will provide guidance as to identification, reporting, investigation of, and the potential outcome as a result of a filed complaint of Sexual Harassment. This applies to all current and potential DWT&E Co. employees.

2. Defining Sexual Harassment:

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The law defines sexual harassment as any unwelcome sexual advances, request(s) for sexual favors, or other verbal or physical conduct of a sexual nature when:

a. Submission of such conduct is made either explicitly or implicitly, a term, or condition of a person's employment, pay, or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct has the purpose or effect of substantially interfering with an individuals' work performance or creates an intimidating, hostile or offensive work environment.

d. The key to whether certain behavior is sexual harassment is whether the conduct is unwelcome or whether the conduct is sexual in nature. This includes, but is not limited to:

(1) Physical, including unwelcome touching or gesturing

(2) Verbal, including unwelcome requests for a date or sexual favors, lewd remarks or sounds.

(3) Visual, including unwelcome exposure to sexual photos, cartoons, or drawings.

3. Types of Sexual Harassment:

a. Quid Pro Quo – Latin, meaning "something for something". This occurs when a supervisor, with the authority to affect an employee's working conditions, makes unwelcome sexual advances. Giving in to the advances is either a stated or implied condition for receiving favorable treatment, while refusal to submit to advances results in unfavorable treatment or discharge.

b. Hostile Environment – This is created when relentless, continual, and unwelcome sexual conduct interferes with an employee's work performance or creates an intimidating, hostile, abusive or offensive work environment. The hostile work environment may include offensive language, jokes, gestures, comments, offensive pictures, calendars or graffiti.

c. Sexual Favoritism – This occurs when promotions or other favorable actions are granted to an individual who submits to unwanted sexual advances. Other employees of both genders could legitimately claim sexual harassment because they were denied the opportunity for the favorable actions in question.

d. Harassment by Non-Employees – This can be committed by clients or other third parties. Supervisors are liable for this type of harassment if they have the authority or control to stop the harassing behavior.

e. Same Sex Harassment – The Supreme Court has ruled that sexual harassment against a member of the same sex is just as illegal as sexual harassment against a member of the opposite sex. Contrary to decisions by other courts, the Supreme Court ruled that the harasser need not be homosexual and need not be motivated by sexual desire to be in violation of the law. The Supreme Court adopts what might be called a "common sense and context" approach.

To be considered harassment, behavior must be so hostile or abusive that it alters the conditions of a person's employment.

4. Proactive Strategies:

All employees of the LCA are responsible for maintaining a work environment free from sexual harassment, coercion, and intimidation. The following are general guidelines that may aid in the achievement of this goal:

a. Training regarding sexual harassment is provided upon new hire staff training and on an annual basis. Annual sexual harassment training is conducted by Central Management Services.

b. Supervisors need to ensure their personnel remain cognizant of a 'zero tolerance' concept regarding sexual harassment. Subordinates need to feel comfortable enough with their supervisors to be able to discuss this issue and resolve any questions or misunderstandings of the policy.

c. Any type of sexual joking or innuendo is inappropriate to the work setting yet is difficult to eliminate. Employees should approach these topics with caution, and be extremely considerate of other employees or cadets who may be present during such conversations.

d. The crux of sexual harassment is the definition of 'unwanted' advances. Because 'unwanted' is primarily defined by the victim of harassment, open communication is essential to the effective implementation of this policy. We work in a diverse setting in which our own values and morals may clash with that of our coworkers. Victims of perceived harassment must be willing to verbalize their displeasure and anger at the harasser, who in turn should be receptive to the complaint.

e. Supervisors will be required to train their subordinates and make evaluation of the task as part of each supervisor's performance appraisal.

5. Procedures for Registering Complaints:

a. Sexual Harassment complaints will be handled at the lowest possible level. This should be possible by utilizing the procedures listed in this paragraph.

b. If another employee says or does something of a sexual nature, which is offensive to you, make that person aware of your feelings. A good way to do this might be to talk to that person in a neutral environment, or to write a letter to that person. Attempt to clearly define the words, actions, or situations that make you uncomfortable. In some instances, this simple attempt at communication can clear up the aggravating situation while fostering stronger employee relations.

c. If the direct approach is ineffective or improbable due to situational factors, (i.e. you fear retaliation of some sort), then the acts or incidents should be reported to your direct supervisor, unless he/she is the harasser. In this case, harassment should be reported directly to the Human Resource Manager/Equal Employment Opportunity (EEO) Officer. This individual will act as mediator and/or advocate in the resolution of the complaint.

d. Complaints brought to the Human Resource Manager/EEO Officer will be reported to the Owner of DWT&E Co. The Human Resource Manager/EEO Officer, will initiate an investigation, conduct interviews of the complainant, the defendant, and any potential witnesses, and compile a report to submit to the Owner of DWT&E. The complainant has a right to a speedy, thorough, and objective investigation that respects the rights of both the accuser and the accused. A determination will be made at that time regarding the final disposition of the case. The Human Resource Manager/EEO Officer will develop a final report to the complainant.

e. Retaliation or promotion of a hostile environment in any form will not occur as a result of filing a complaint. If action of any kind is perceived by the complainant to be retaliatory or hostile in nature as a result of filing a complaint, termination of contract may be warranted for the individual promoting such behavior.

6. Supervisory Staff Responsibilities:

a. All staff appointed to a supervisor position are responsible for enforcing the DWT& E Co. Sexual Harassment Policy by addressing potentially volatile situations in a proactive manner. A supervisor's failure to report sexually inappropriate behavior committed by the staff shall result in administrative action. Such action may include, but is not limited to:

- (1) Administrative Leave
- (2) Investigation by the Human Resource Manager/EEO Officer
- (3) Loss of supervisory status
- (4) Termination of employment

b. Guidance is as follows:

(1) Supervisors should never condone sexually explicit banter or behavior as acceptable or the "norm". Rather, they should monitor such situations for cues to potentially harmful consequences.

(2) When supervisory employees become aware of a complaint, they must take every complaint seriously, regardless of the reputation, position, and/or rank of the victim or the alleged harasser.

(3) Supervisory employees are to ensure their subordinates are not discussing the details of the complaint with unauthorized persons. This is to include discussions in both the work and the social setting. Supervisors must make every attempt to uphold the rights of both the complainant and the defendant and must act quickly and counsel those involved if it is discovered that unauthorized discussions are occurring. Discussions with unauthorized persons will result in disciplinary action for those involved.

7. Point of Contact:

Point of contact concerning this policy should be directed to the Human Resource Manager/EEO Officer at 217-778-7560.

//signed//
WILLIAM C. SCHLUETER
OWNER
Dirtworks Trucking & Excavating Co.