

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2455 (phone); 328-8288 (fax)</b> <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</b>	
	<b>Date:</b>	
<b>Certificate Expiration Date:</b>		

## 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: English Brothers Company

d/b/a:

Address: 807 N. Neil Street

City/State/Zip: Champaign, IL 61820

Telephone Number(s) include area code: 217-356-0596

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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FBI Number: 37-0750388

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 Contracting

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

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>Mike Hynds</u> Title: <u>President</u> Telephone: <u>217-356-0596</u> Email: <u>mhynds@englishbrothers.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 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	3	1	3	1								
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)	2		2									
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</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>2/1/18</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	1							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	6							
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	7							

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

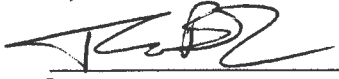
For Contractors: Data provided in Table B will be verified by worksite inspections.

**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								
Professionals								
Technicians								
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

Travis Baker/ Vice President

Printed Name and Title

tbaker@englishbrothers.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 ☒

NO ☐

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

YES ☒

NO ☐

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

YES ☒

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, doorkaepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



**CITY OF URBANA, ILLINOIS  
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 either 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 English Brothers Company

Signed By: 

Printed Name: Travis Baker

Business Address: 807 North Neil Street

Business Phone Number: 217-356-0596

Date 2-1-2018

# English Brothers Company EEO Compliance Statement and Plan

## **A. Introduction**

1. English Brothers Company desires to practice equal opportunity with respect to all activities concerning its employees.

a. Management has promulgated these guidelines on a strictly voluntary basis.

b. The existence of these guidelines however should not be construed as an admission either in whole or in part that the Employer has engaged in any activity whereby minorities or women have been or are presently being underutilized, concentrated or discriminated against in any way in violation of federal, state or local fair employment practice laws.

2. In developing and implementing this policy, Employer has been guided by its established pre-existing policy of providing equal employment opportunity.

a. All targets which English Brothers Company has established shall not be considered rigid, inflexible quotas but rather reasonable objectives to be achieved in good faith.

b. The use of goals and timetables by the English Brothers Company shall not discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the grounds that he, she or they are not the beneficiaries of affirmative action themselves since English Brothers does not sanction the discriminatory treatment of any person.

## **B. EEO Policy Statement.**

1. It is the policy of the Employer not to make any adverse employment decisions against minorities or women with respect to recruitment, hiring, training, promotion and other terms and conditions of employment, provided the individual is qualified to perform the work available.

2. It is the policy to the Employer to comply voluntarily with the concepts and practices of affirmative action.

3. An officer of English Brothers Company will review, supervise and evaluate the Company's affirmative action program and will monitor that program and make reports periodically and on an on-going basis to management.

4. Employment decisions shall be made after considering the principles of equal employment opportunity (EEO).

5. Promotion decisions shall be consistent with the principle of EEO; qualifications for promotion shall consist of merit and ability.



6. All personnel actions and programs including but not limited to compensation, benefits, transfers, layoffs, recalls, company sponsored training, education, tuition assistance and social and recreational programs will be administered in a nondiscriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

**C. Reaffirmation of EEO Policy Statement.**

**1. English Brothers Company (EBCO):**

a. Shall continue to provide equal employment opportunity to all qualified persons, and to continue to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex or national origin.

b. Identify and analyze areas of its employment process so as to further the principles of equal employment opportunity.

c. Employment decisions in all areas will be made on the basis of furthering the objective of equal employment.

d. The recruitment, testing and hiring of all personnel will be without discrimination against any individual with regard to race, color, religion, sex, or national origin. Attempts will be made to contact known sources of minority and women potential applicants so as to maximize the participation of such applicants.

e. Individuals will be upgraded and promoted on the basis of their abilities, skills and experience.

f. Minority and women employees who are qualified, as well as those who are qualifiable through training will be considered for promotion.

g. Promotions will be based on valid occupational qualifications.

h. Management will attempt to effectuate transfers of minority and women employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may now be underutilized.

i. If layoffs occur, they will be based on nondiscriminatory policies.

j. Personnel decisions affecting employees in areas such as compensation, benefits, transfers, layoffs, returns from layoff, Company-sponsored training, education, tuition assistance and social and recreational programs will be made and implemented without regard to race, color, religion, sex or national origin.

k. The Employer will periodically review personnel actions and collect data on a continuing basis to review all actions taken.

l. All employee benefits will be administered consistent with federal law.

m. Steps will be taken so that personnel and management are fully apprised of the Company's EEO policy which will be discussed and reviewed in supervisory and management meetings.

n. Periodic reviews will be conducted to insure the effectiveness of these goals.

- o. EEO posters will be and remain placed in conspicuous locations.
  - p. New employees will be apprised of the Employer's equal opportunity policy at employee orientation and management training programs.
  - q. The EEO policy will be included in the Employee Handbook. Copies of the Employee Handbook will be distributed to all current employees and to new employees when they are hired and publicized in other printed materials where appropriate.
  - r. Special meetings will be conducted when appropriate and the Employer's EEO policy will be discussed in management training programs.
  - s. Periodic meetings may be held to re-emphasize to management and employees the Employers' commitment to EEO.
  - t. Equal employment opportunity policy will be posted on bulletin boards (in English and Spanish, where appropriate) and will continue to be displayed in the future.
  - u. When employees are featured in advertising, employee handbooks, or similar publications, both minority and non-minority men and women will appear in the pictures.
  - v. Employees are encouraged to bring questions, comments or complaints with respect to the Company's EEO/affirmative action policy, or the implementation and administration of that policy, to the Human Resources Department.
  - w. Management has communicated and will continue to publicize that it does not tolerate or permit harassment of any employee because of race, color, religion, sex or national origin.
  - x. All recruitment sources will be reminded of the EBCO's commitment to EEO and affirmative action. All applicants will be treated without regard to race, color, religion, sex or national origin. Recruitment sources will be advised that the Employer actively seeks qualified women and minorities for employment.
  - y. Equal Opportunity Clauses shall be incorporated in all purchase orders, leases, contracts, etc. where practical.
  - z. When the Employer advertises in newspapers for prospective employees, the advertisement includes the EEO solicitation: "We are an Equal Opportunity Employer."
  - aa. No advertisements in newspapers will be placed in sex-segregated "Help Wanted" columns.
  - bb. Written notification of our EEO policy will be sent to all subcontractors, vendors and suppliers, and they will be requested to take appropriate action.
2. Actions by supervisory personnel inconsistent with this policy will not be tolerated and may lead to discharge.
- 3.
- a. Michael E. Hynds has been appointed Director of Equal Employment Opportunity Programs and has the primary management responsibility for ensuring full compliance with this policy.

b. Michael E. Hynds's appointment been communicated to all management employees, and well as to the appropriate employees and his identity shall appear on all internal and external communications on the Company's equal opportunity programs.

c. The responsibilities of the Program Director include but are not necessarily limited to the following:

(i) Developing, modifying and maintaining effective policies and procedures.

(ii) Evaluating EEO progress and developing alternative approaches where necessary, including establishing goals and timetables that are reasonable, attainable and consistent with the EBCO's affirmative action commitment.

(iii) Designing and implementing audit and reporting systems which will permit continuous monitoring of EEO progress and provide management with requisite data in that regard. Such systems will be used to:

(a) Measure the plan's effectiveness.

(b) Determine the degree to which the Employer's objectives and goals have been achieved.

(c) Indicate any need for additional action.

(iv) Serving as our representative in dealings with federal, state or local enforcement agencies.

(v) Serve as a liaison with minority organizations, women's organizations and community action groups concerned with the employment opportunities of minorities and women.

(vi) Continually educate management in the area of equal employment opportunity. (vii) Resolve EEO-related charges or complaints.

(viii) Periodically audit training programs and hiring and promotion patterns so that any impediments to achieving the goals and timetables are removed.

(ix) Regularly discuss policies with local managers, supervisors and other employees, where appropriate, to ensure that the Company's policies are being implemented.

(x) Selectively review the qualifications of employees who are transferred or promoted to ensure that minorities and women are being given full opportunity with respect to such personnel actions.

(xi) Communicate with local supervisors and other local management employees to apprise them of the fact that their work performance is being evaluated in part on the basis of their EEO performance.

(xii) Assist supervisors in taking action to prevent harassment of any employees either because of their placement though affirmative action efforts or because of their race, color, sex, religion or national origin.

**D. Identification of potential problem areas.**

1. Particular attention should be paid to employee training and to those categories where minority groups and women may be underutilized.
2. Hiring statistics should reveal no adverse impact regarding minorities and females.
3. The selection process, including position descriptions, job titles, application forms, interview procedures, the use and administration of tests, referral procedures, and final selection process, training, transfers and promotions should be analyzed to ensure that such personnel practices are being uniformly applied without regard to race, color, religion, sex or national origin and that none of the selection procedures has an adverse impact on minorities or women, statistically or otherwise.
4. Employer's transfer and training experience reflects no adverse impact on minorities or women and all physical facilities, sponsored recreation and social events, and special programs, including educational assistance, are applied and made available on a nondiscriminatory basis.

**E. Remedial action.**

1. Where underutilization in any job group exists, goals and timetables have been established.
2. Application forms and related pre-employment inquiry forms have been drafted in compliance with applicable federal, state and local EEO laws.
3. Position descriptions are reviewed periodically and properly identify job-related requirements.
4. Where specific selection procedures for jobs are used, they are job-related.
5. Minorities and women are not excluded from any Company-sponsored activities or programs, and such programs are fully integrated.
6. No de facto segregation exists at the Company.
7. No artificial barriers or restrictive seniority provisions that result in overt or inadvertent discrimination exist at the Company.
8. Transportation, both public and private, is not a problem with respect to minority employment.
9. Subcontractors and suppliers the Employer uses have been advised of their EEO responsibilities.
10. Purchase orders contain the required Equal Opportunity Clause.
11. EEO posters provided by the federal government are prominently displayed in appropriate places at the Company.
12. A thorough analysis of the compensation, promotion, selection and other policies and practices of the Company indicates that no affected class exists among the Company's work force.
13. Job descriptions are periodically reviewed and revised to ensure that they are job-related and consistent for the same job from one department or unit to another.
14. Worker specifications are reviewed to ensure that they are job-related and do not screen out minorities or women.
15. With respect to sex discrimination:
  - a. Employment advertising does not express a sex preference and, if printed, does not appear in sexsegregated columns. Further, employees of both sexes are recruited for all jobs with Employer.



b. Our personnel policy manual and employment application forms expressly state there will be no discrimination on account of sex.

c. We recruit employees of both sexes for all positions, except where sex is a bona fide occupation qualification.

d. We do not rely upon a state "protective" law to deny women employees the right to any job they are qualified to perform.

e. We offer employees of both sexes an equal opportunity for any jobs they are qualified to perform, except when sex is a bona fide occupation qualification.

f. We do not make any distinction based upon sex with regard to employment opportunities, wages, hours or other terms and conditions of employment.

g. We do not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the other sex.

h. We do not deny employment to women with young children and provide a day-care service for children of employees.

i. English Brothers Company does not terminate employees of one sex in a particular job group when they reach a certain age, unless the same rule applies to members of the other sex.

j. Appropriate physical facilities to both sexes are provided.

k. Women who require time away from work for childbearing are not penalized.

l. English Brothers' maternity policy fully complies with the 1978 Pregnancy Amendment to Title VII of the Civil Rights Act of 1964 and the Family and Medical Leave Act.

m. The wage schedules are not related to or based upon sex and conform to the Equal Pay Act.

n. English Brothers Company does not discriminatorily restrict one sex to certain job groups or job classifications.

(i) Women are encouraged to apply for all positions in the Company for which they are qualified and to apply for all training programs which can facilitate their promotability.

(ii) We encourage minority and women employees to participate in community problems and support programs developed by organizations such as the National Alliance of Business, the Urban Coalition, and others concerned with improving the employment opportunities of minorities and women.

16. With respect to national origin discrimination:

a. English Brothers Company is committed to providing and ensuring equal employment opportunity to all applicants and employees without regard to their religion or national origin.

b. This policy is general in nature, while placing particular emphasis on persons of Eastern, Middle and Southern European ancestry, such as Jews, Catholics, Italians, Greeks and Slavs.

17. Periodically English Brothers Company shall review its practices to determine whether members of various religious and ethnic groups are receiving unfair consideration of job opportunities.

**CONCLUSION**

A. It is our policy not to discriminate against minorities or women with respect to recruitment, hiring, training, promotion and other terms and conditions of employment, provided the individual is qualified to perform the work available.

B. It is our policy to comply voluntarily with the concepts and practices of affirmative action.

C. An executive has been designated to administer the Company's affirmative action program and will monitor that program and make reports to senior management on a periodic and continuing basis.

D. All employment decisions shall be consistent with the principle of EEO.

E. All promotion decisions shall be consistent with the principle of EEO, and only valid qualifications will be required for promotion.

F. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, company-sponsored training, education, tuition assistance and social and recreational programs will be administered in a nondiscriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

G. The use of goals and timetables in this written statement is not intended, nor is the effect of such goals and timetables intended, to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the basis that he, she or they are not the beneficiaries of affirmative action themselves.



**ENGLISH BROTHERS COMPANY**  
**GENERAL CONTRACTORS**  
807 NORTH NEIL STREET  
CHAMPAIGN, ILLINOIS 61820

TO: ALL SUPERVISORY PERSONNEL  
FROM: MICHAEL E. HYND, PRESIDENT  
DATE: July 31, 2013  
RE: POLICY ON SEXUAL HARASSMENT

English Brothers Company will endeavor to ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which the company's employees are assigned to work. We shall specifically ensure that all foremen, superintendents, and other supervisory personnel are aware of and carry out the obligations of English Brothers Company to maintain such a working environment, with specific attention to minority or female individuals.

We ask that you read this bulletin with care, abide by our Policy, and convey this information to all employees under your supervision.

English Brothers Company will not tolerate any type of sexual harassment, no matter how insignificant or innocent the incident may seem to you. It is, therefore, very important that you watch your language and your actions . . . IT COULD MEAN YOUR JOB! There will be no exceptions to our policy.

As the EEO Officer at English Brothers Company, I will receive reports of unwanted sexual harassment. Upon receipt of such a charge, an investigation will be made. If the charge is deemed to have merit, the offending employee will be subject to discipline, including the possibility of discharge.

The definition of "Sexual Harassment" is very broad and the liability of the employer extends to agents, supervisory employees, other employees and, in some instances, non-employees regardless of knowledge or any other mitigating factor.

ENGLISH BROTHERS COMPANY  
GENERAL CONTRACTORS  
807 NORTH NEIL STREET  
CHAMPAIGN, ILLINOIS 61820

TO: ALL EMPLOYEES AND ALL APPLICANTS FOR EMPLOYMENT  
FROM: MICHAEL E. HYNDS, PRESIDENT  
DATE: July 31, 2013  
RE: POLICY ON SEXUAL HARASSMENT

It is the policy of English Brothers Company to strictly prohibit any conduct which constitutes sexual harassment, and to discipline any employee guilty of committing such conduct up to and including discharge.

Sexual harassment is defined as unwelcome or improper sexual advances, requests for sexual favors and any other conduct of a sexual nature (including sexually explicit language, jokes, etc.). An employee is being sexually harassed when:

1. The employee must submit to sexual harassment as an implicit condition of employment.
2. The employee rejects advances and risks losing a job, promotion, privileges or benefits, whereas the employee who submits gains favors and advantages.
3. The employee's job performance is interfered with as a result of sexual harassment, or the work atmosphere becomes hostile or intimidating.

Because the company feels strongly that no one should be subjected to such an atmosphere, any employee who feels that he or she has been subjected to sexual harassment is requested to report the incident immediately to Michael E. Hynds., who can be contacted at (217) 356-0596. These incidents will be confidentially investigated and appropriate action will be taken.

Michael E. Hynds  
807 North Neil Street  
Champaign, Illinois 61820  
(217) 356-0596