



Application For
City of Urbana EEO Certificate of Compliance

HRC
Form UPC-1
Version
01/15/2016

Human Relations Commission
City of Urbana, Human Relations Office

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

Type or print all your answers in black ink. Please complete the sections below as instructed. Failure to answer all the questions may delay the processing of your application or result in denial of eligibility to bid or do business with the City of Urbana.

Section 1. Company Identification

| | | | |
|---|-------------------------------------|---------------------------|--|
| 1. Company's Local Name and Address | | | |
| Name: Lucity, Inc. | | | |
| d/b/a: | | | |
| Address: 10561 Barkley, Suite 100 | | | |
| City/State/Zip: Overland Park, KS 66212 | | | |
| Telephone Number(s) include area code: 913-341-3105 | | | |
| 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"/> |
| FEI Number: 48-1234072 | | Social Security Number: | |

| |
|--|
| 2. Company's Principal Office Name and Address (answer only if not the same as above) |
| Name: |
| Address: |
| City/State/Zip |



| |
|---|
| 3. Major activity of your company (product or service): Software Development |
| 4. Project on which your company is bidding: Software for Asset Management/Work Orders |
| 5. City of Urbana contact staff assigned to contract: Sanford Hess, IT Director |

Section 2. Company Policies and Practices

Description of EEO Policies and Practices

1. 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 ?

2. 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.

EEO Officer
 Name: _____
 Title: _____
 Telephone: _____
 Email: _____

3. Does the company have a written Equal Employment Opportunity plan or statement?

Important Note: Your application must include a copy of your company's "EEO Statement" in order to be considered eligible to do business with the City of Urbana. A template for an E.E.O Statement is available from the Human Relations Office at www.urbanailinois.us/hro. Questions can be directed to hro@urbanailinois.us or (217) 384-2455.

4. Has the company developed a written policy statement prohibiting Sexual Harassment?

Important Note: Your application must include a copy of your company's "Sexual Harassment Policy" in order to be considered eligible to do business with the City of Urbana. A template for a Sexual Harassment Policy is available from the Human Relations Office at www.urbanailinois.us/hro. Questions can be directed to hro@urbanailinois.us or (217) 384-2455.

| Yes | No |
|-----|----|
| X | |
| | X |
| X | |
| X | |

5. 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?
6. 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?
7. Has the company 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?
8. Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.
9. Does the company have collective bargaining agreements with labor organizations?
10. If you answered yes to Question "9", 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?
11. 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.
12. Are you currently seeking to renew an existing or expired Urbana EEO certification?

If yes, please complete Table C.

| | |
|---|---|
| X | |
| X | |
| X | |
| | X |
| | X |
| | |
| | X |
| | X |

Section 3. Work Force Statistics

TABLE A - Company Workforce Statistics

- Please complete Table A (Company Workforce Statistics) using the number of employees as of the most recent payroll period.
- For a detailed descriptions of the Job Classifications see Appendix A (Description of Job Classifications).
- 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 | |
|---------------------------|----------------|-----------|-----------------------------------|-----------|---|--------|--------------------|--------|---------------------------|--------|-----------------------------------|--------|
| | Col B | Col C | Col D | Col E | Col F | Col G | Col H | Col I | Col J | Col K | Col L | Col M |
| | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Officials & Mgrs | 2 | | 2 | | | | | | | | | |
| Professionals | 3 | 3 | 3 | 3 | | | | | | | | |
| Technicians | | | | | | | | | | | | |
| Sales Workers | 2 | 2 | 2 | 2 | | | | | | | | |
| Office & Clerical | 1 | 1 | 1 | 1 | | | | | | | | |
| Craft Workers (Skilled) | 19 | 5 | 18 | 5 | | | 1 | | | | | |
| Operatives (Semi-Skilled) | 8 | 4 | 8 | 4 | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | | |
| TOTAL | 35 | 15 | 34 | 15 | | | 1 | | | | | |

Overall Total (Column B is sum of Columns D, F, H, J and L)
 Overall Column (Column C is sum of Columns E, G, I, K and M).

Date of above
Data: 11/29/16

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

| Job Categories | TOTAL EMPLOYEES | | BLACK EMPLOYEES | | HISPANIC EMPLOYEES | | OTHER MINORITY EMPLOYEES | |
|---------------------------|-----------------|---|-----------------|---|--------------------|---|--------------------------|---|
| | M | F | M | F | M | F | M | F |
| Officials & Mgrs | | | | | | | | |
| Professionals | | | | | | | | |
| Technicians | | | | | | | | |
| Sales Workers | | | | | | | | |
| Office & Clerical | | | | | | | | |
| Craft Workers (Skilled) | | | | | | | | |
| Operatives (Semi-Skilled) | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | |
| Service Workers | | | | | | | | |
| TOTAL | | | | | | | | |

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

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

TABLE C - WORKFORCE 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 5. Verification

Prior to submitting this form, please check the answers to the following questions to verify your application is complete:

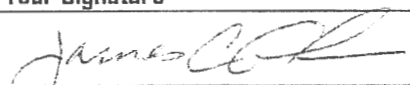
| | Yes | No |
|--|-----|----|
| 1. Have you completed Table A (Workforce Statistics), including the "TOTAL" row? | X | |
| 2. Have you submitted current workforce statistics for Table A (Workforce Statistics)? | X | |
| 3. Have you enclosed your company's EEO statement? | X | |
| 4. Have you enclosed your company's Sexual Harassment policy? | X | |

If you answered "No" to any of the questions in Section 5, your application may be denied and result in denial of eligibility to bid or do business with the City of Urbana.

SECTION 6. Certification

Your Statement

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).

| Your Signature | Date(mm/dd/yyyy) |
|---|------------------|
|  | 11/29/2016 |

| Printed Name | Title | E-mail Address |
|-----------------|----------------|--------------------|
| James C. Graham | Vice President | JGraham@Lucity.com |

Section 1 GENERAL EMPLOYMENT POLICIES

1-1 EQUAL OPPORTUNITY EMPLOYER AND AFFIRMATIVE ACTION

Lucity, Inc. provides equal opportunity to all applicants and employees in all aspects of employment regardless of race, color, religion, gender, age, ancestry, national origin, disability, genetic information, sexual orientation, gender identification, veteran status, or other status protected by law, and to treat all employees equally with respect to compensation, opportunities, advancement and all other employment actions. This policy applies to all employment practices including hiring, promotions, training, disciplinary actions, job assignments, pay, benefits, and termination of employment. It is our policy to select and promote the best-qualified person for each position.

Employees should seek immediate relief by reporting cases of discrimination of any nature. Please refer to the **Reporting Employee Concerns** policy. Employees making good faith reports will not be retaliated against.

1-2 REQUESTS FOR DISABILITY ACCOMMODATION

Lucity, Inc. is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Americans with Disabilities Act of 1990, as Amended (ADA) and any other applicable federal, state, and local laws. "Reasonable Accommodations" may be available to applicants and employees with a disability when the disability affects the performance of job functions. Any applicant and/or employee must request, in writing, the type of accommodation required, and submit such request to Human Resources for consideration. Lucity, Inc. will assist applicants and employees with any reasonable accommodation request, whenever possible.

1-3 MANAGEMENT ACCESS & COMMUNICATION

All Lucity, Inc. employees have full and equal access to speak with management on all matters regarding their employment. It is the policy of the Company to foster an open door work climate which encourages employees to freely express their ideas and feelings related to their employment experience. We believe in the dignity of each individual and expect respect and openness from each of our employees. We insist on an open, honest dialogue between everyone working at Lucity, Inc.. Direct communication between employees and management is critical to the establishment of an open, honest working relationship. If problems arise during the course of employment, open and honest discussion between parties usually resolves the matter. Every employee shares the responsibility of developing rewarding work relationships, and open, honest communication.

1-4 REPORTING EMPLOYEE CONCERNS

All employees of Lucity, Inc. are expected to communicate any workplace issues or concerns first to their supervisor at any time for immediate attention. In the event the issue cannot be resolved with your supervisor, or if such person is an inappropriate person to resolve the concern, you should communicate your concerns to Human Resources or to the President. You may submit a report verbally or in writing, and may even submit such report anonymously if you choose. Reporting violations of any policy are to be reported in the same manner described herein, unless otherwise designated.

Employees that report any issue, concern, or violation in good faith will not be retaliated against. Likewise, anyone reporting an intentionally false claim will be subject to negative consequences to their employment, up to and including termination.

You may report any concerns about your employment experience to the following individuals:

Lucity Inc.

Any inventions created prior to employment with Lucity, Inc., must be disclosed when hired.

2-4 ANTI-HARASSMENT & COERCION FREE WORKPLACE POLICY

The Company maintains a respectful, safe, productive atmosphere and is committed to maintaining a workplace that is free from any form of coercion or harassment because of race, color, religion, gender, national origin, ancestry, disability, age, genetic information, sexual orientation, gender identity, veteran status, and any other characteristic protected by applicable law. Coercion or harassment of the Company's employees by any employee or non-employee personnel including clients, vendors, and suppliers is a violation of the Company's policy and is prohibited.

Prohibited coercive conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, gender, national origin, ancestry, disability, age, genetic information, veteran status, and any other characteristic protected by applicable law, and (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of prohibited coercive conduct include but are not limited to; jokes, epithets, slurs, insults, negative stereotyping, written or graphic material (including e-mails), or any threatening or intimidating acts that denigrate or show hostility toward an individual and that relate to race, color, religion, gender, national origin, ancestry, disability, age, genetic information, veteran status, and any other characteristic protected by applicable.

Prohibited sexual harassment includes any unwelcome behavior of a sexual nature such as sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature where (1) submission to such conduct is an explicit or implicit condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive or offensive working environment.

It is not possible to define every action or word that could be interpreted as harassment. Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary. In addition, even if the behavior in question may not constitute harassment under applicable law or this policy, it may still be inappropriate in our workplace.

Other forms of harassment may include conduct that is offensive or shows hostility toward an employee because of his/her race, color, religion, gender, national origin, ancestry, disability, age, genetic information, veteran status, and any other characteristic protected by applicable law, including slurs, epithets, negative stereotyping and jokes, whether oral or written. Employees are responsible for the reporting of any incidences of coercion or harassment immediately. Please refer to the *Reporting Employee Concerns* Policy for information on reporting procedures.

2-5 DRUG & ALCOHOL FREE WORKPLACE

It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment. Lucity, Inc. has a policy regarding the possession, use and/or abuse of alcohol and illegal drugs in the workplace. Lucity, Inc. prohibits the unlawful use, manufacture, distribution, dispensation, possession and/or sale of alcohol, illegal drugs and/or legal drugs not medically prescribed to the employee on its premises. The legal use of prescribed drugs is permitted on the job, only if it does

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

END.