

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us </p>	Office Use Only (09/15)	
	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: Lucity, Inc.

d/b/a:

Address: 10561 Barkley, Ste. 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"/>
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FEI Number: 48-1234072 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):

4. Project on which your company is bidding:

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 ?	✓	
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>Sarah Casey</u> Title: <u>Controller / HR Director</u> Telephone: <u>(913) 732-5803</u> Email: <u>scasey@lucity.com</u>	✓	
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) 384-2455 or hro@city.urbana.il.us.	✓	
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.	✓	
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?	✓	
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?	✓	
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?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
I.	Does the company have collective bargaining agreements with labor organizations?		✓
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?	N/A	
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.)		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	✓	

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

Sarah C. Casey, Controller
Printed Name and Title

scasey@lucity.com
E-mail Address

6/4/2018
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

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 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