

<p style="text-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: *MTI Distributing, Inc.*

d/b/a:

Address: *4830 Azelia Ave. N. Suite 100*

City/State/Zip: *Brooklyn Center, MN 55429*

Telephone Number(s) include area code: *763-592-5600*

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: *41-1939333*

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): *Farm & Garden Equipment*

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 ?	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>Christine Anderson</u> Title: <u>HR Manager</u> Telephone: <u>763-592-5632</u> Email: <u>chris.anderson@mhcdismibuting.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) 384-2455 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?		
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			18	4					1			
Professionals												
Technicians			4									
Sales Workers			25	7								
Office & Clerical			3	5								
Craft Workers (Skilled)			18									
Operatives (Semi-Skilled)			8									
Laborers (Unskilled)			2		3		2					
Service Workers												
TOTAL	84	16	78	16	3	0	2	0	1	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: <u>11/9/16</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	1	1						
Office & Clerical								
Craft Workers (Skilled)	1							
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	2	2						

*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		1						
Professionals								
Technicians								
Sales Workers	4	1			8	1		
Office & Clerical		1			1			
Craft Workers (Skilled)	4				6			
Operatives (Semi-Skilled)	1				4			
Laborers (Unskilled)	9		5		9		6	
Service Workers								
TOTAL	18	3	5	0	28	1	6	0

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).

Christine Anderson
Signature

Christine Anderson, HR Manager
Printed Name and Title

Chris.anderson@mhcdistributing.com
E-mail Address

9/27/17
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 _____



HARASSMENT, SEXUAL HARASSMENT AND OFFENSIVE BEHAVIOR

Revised 10/29/15

MTI Distributing is committed to providing a workplace that is free of discrimination, harassment and offensive behavior. All employees are expected to treat their co-workers, subordinates, supervisors and others in the workplace with respect. In line with this commitment, MTI prohibits discrimination or harassment for any reason including, but not limited to a person's: race, color, religion, sex, age, national origin, veteran/ military status, disability status, genetic information or any other legally protected characteristic.

This policy applies to employees, applicants for employment, and temporary or contract workers, as well as customers, suppliers, vendors, visitors or any other person associated with MTI.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or visual materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

One type of harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or sexual or gender-based verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment; or
- the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

Sexual harassment includes unwelcome sexual or gender-based behavior by either men or women toward either men or women. Examples of behavior that could be sexual harassment include, but are not limited to:

- sexual flirtations, advances or propositions;
- verbal abuse that is sexual or gender-based;
- subtle pressure or requests for sexual favors;
- unnecessary touching or physical closeness;
- graphic or suggestive comments about a person's appearance or lifestyle;
- using degrading sexual or gender-based words to describe a person;
- displaying or sending sexually suggestive or gender-based objects (including pornography of any type), pictures or images or written words through any medium, including email, in person, or interoffice mail;
- physical assault

Anyone who believes he or she has experienced or observed discriminatory, harassing or offensive behavior prohibited by this policy should object to the behavior.

All reports will be taken seriously and investigated in as prompt and confidential a manner as possible. Employees found to have violated MTI's harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. MTI Distributing also prohibits retaliation against anyone who reports behavior prohibited by this policy or who participates in an investigation under this policy.

MTI expects everyone in its workplace to support this commitment to a workplace free from discriminatory, harassing and offensive behavior by behaving in a way that is consistent with the intent and spirit of this policy.



EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT

This statement is to affirm MTI Distributing, Inc.'s (MTI) policy on providing equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

MTI does not discriminate against any applicant for employment or employee because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age (over 40), physical, sensory or mental disability, marital status or status with regard to public assistance for any position for which the applicant or employee is qualified.

MTI maintains a zero tolerance policy for harassment of or by any employee or applicant for employment because of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age (over 40), physical or mental disability, marital status or status with regard to public assistance. Any employee of MTI who fails to comply with the company's EEO and/or AA policies and procedures as set forth in this statement and plan is subject to disciplinary action.

MTI takes affirmative action to ensure that employment practices, including hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation and selection for training, are free of discrimination and harassment.

MTI commits the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

MTI's President, Joh McPhee, supports this affirmative action program and has appointed Christine Anderson as MTI's EEO Coordinator. The EEO Coordinator's responsibilities include implementing an internal audit and reporting system to monitor and measure the effectiveness of MTI's equal employment opportunity efforts and report to executive management on this and any needs for remedial action.

MTI maintains affirmative action plans for minorities, women, individuals with disabilities and protected veterans. Any questions regarding these plans or the company's equal opportunity policy should be directed to the EEO Coordinator who is responsible for the implementation of the plan. All employees are responsible for supporting the concept of equal employment opportunity and affirmative action, and assisting and cooperating in meeting our plan goals.

If you wish to view MTI's plans, contact the EEO Coordinator during normal business hours.

