

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2466 (phone); 384-2426 (fax)</b> <b>terent@city.urbana.il.us</b>	<b>Office Use Only (05/13)</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: Clark Dietz, Inc.

d/b/a:

Address: 125 West Church Street

City/State/Zip: Champaign, IL 61820-3510

Telephone Number(s) include area code: 217-373-8900

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 1212051

Social Security Number:

#### 2. Name and Address of the Company's Principal Office *(answer only if not the same as above)*

Name: John I. Boldt, P.E.

Address: 5017 Green Bay Road, Suite 126

City/State/Zip Kenosha, WI 53144

**3. Major activity of your company (product or service):** Consulting Engineers

**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 ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>Jon B. Howaniec</u> Title: <u>HR Director</u> Telephone: <u>312-466-8259</u> Email: <u>jon.howaniec@clarkdietz.com</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. <b>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.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>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.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I.	Does the company have collective bargaining agreements with labor organizations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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?		NA
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.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 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 und 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	15	4	15	4								
Professionals	42	8	36	6	3		1	1	2	1		
Technicians	23	1	22	1					1			
Sales Workers	3	1	3	1								
Office & Clerical		11		11								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>83</b>	<b>25</b>	<b>76</b>	<b>23</b>	<b>3</b>		<b>1</b>	<b>1</b>	<b>3</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>08/04/2015</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	6	1	1					
Technicians	4							
Sales Workers								
Office & Clerical		1						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>11</b>	<b>2</b>	<b>1</b>					

\*Totals included under 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	2				3			
Professionals	4	3			11	1	1	
Technicians	2				1			
Sales Workers		2						
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>8</b>	<b>5</b>			<b>15</b>	<b>1</b>	<b>1</b>	

**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

Jon B. Howaniec

Typed Name and Title

08/05/2015

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 ☐

**CLARK DIETZ, INC.**

**Affirmative**

**Action**

**Plan**

**2015**

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## **AFFIRMATIVE ACTION PROGRAM FOR CLARK DIETZ, INC.**

### **HISTORY OF CLARK DIETZ, INC.**

Clark Dietz Engineers, Inc. was founded in 1953. The firm grew to become one of the major engineering/design firms in the United States having six regional offices in five states with corporate headquarters in Urbana, Illinois.

A brief history of the firm's ownership follows:

From its founding in 1953 to 1969 the firm's principal owners were James Clark and Jess Dietz. In 1969 the firm was purchased by Richardson Company. The firm was purchased by Rollins Leasing in 1975, a Wilmington, Delaware based Corporation. CRS Group, Inc., an architectural firm in Houston, Texas purchased the firm in 1978. CRS Group purchased the engineering firm of J.E. Sirrine in Greenville, South Carolina in 1984, hence the name was changed to CRS Sirrine, Inc. (CRSS).

In 1987 CRSS offered the Urbana Office for sale to the employees. Eight employees exercised the option and incorporated the firm in Illinois under the name Clark Dietz, Inc. That same year the firm was moved from Urbana, IL to Champaign, IL. To date the firm is still privately held with offices in Champaign, IL, Chicago, IL, Kenosha, WI, Wausau, WI, Milwaukee, WI, Indianapolis, IN, New Albany, IN and Evansville, IN.

Clark Dietz, Inc. is a multi-discipline consulting engineering firm with expertise in the disciplines of environmental, transportation, structural, electrical, and mechanical. For over a quarter of a century Clark Dietz, Inc. has offered design services for railroads, bridges, structural design, water and air pollution control facilities, mechanical and electrical design, construction observation and management, dams and flood plain management projects, facilities planning, ports and harbors, and traffic engineering.

Clark Dietz, Inc. is registered to practice professional engineering in the states of Illinois, Indiana, and Wisconsin under the direction of John I. Boldt, President and CEO and registered professional engineer.

Clark Dietz, Inc. offices are located at 125 W. Church St. in Champaign, IL 61820 with branch office at 118 S. Clinton St., Suite 700, Chicago, IL 60606; 5017 Green Bay Rd., Kenosha, WI 53144; 510 N. 17<sup>th</sup> Ave., Wausau, WI 54401; 759 N. Milwaukee St., Suite 624, Milwaukee, WI 53202; 8900 Keystone Crossing, Indianapolis, IN 46240; 319 Pearl Street, New Albany, IN 47150; and 7409 Eagle Crest Blvd., Evansville, IN 47715.

## **STATEMENT OF PURPOSE AND SUPPORT FOR AFFIRMATIVE ACTION**

In keeping with Title VII of the Civil Rights Act of 1964; Executive Order 11246; the Age Discrimination In Employment Act of 1967; the Vocational Rehabilitation Act of 1973; the Vietnam Era Veteran's Readjustment Act of 1974; the Pregnancy Discrimination Action of 1978; and the Illinois Human Rights Act of 1980, Title I of the Americans with Disabilities Act ("ADA") enacted in 1990, Clark Dietz, Inc. has established this written plan as a vehicle of support and practice of affirmative action.

The Company's equal opportunity policy applies to all persons without regard to race, sex, color, religion, national origin, ancestry, age, disability, military status, sexual orientation or any other classification protected by federal, state, or local laws.

In a letter to all Clark Dietz, Inc. employees, John I. Boldt, President and CEO stated:

"Each job applicant, and all present employees, will receive fair and equitable consideration in all matters pertaining to employment. Applicants will be considered for employment based upon criteria related to the job they would be expected to perform. Employees will receive equal treatment in the conditions and privileges of employment.....Equal employment opportunity is a sound and just policy to which this Company is firmly bound. The realization of that goal has my full support."

It is the Company's policy to maintain a discrimination-free work environment for all employees. Part of maintaining a good working atmosphere includes freedom from harassment based on race, religion, or national origin as well as sexual advances. Therefore, it is important for all employees to know and understand that no form of harassment will be tolerated. Employees are urged to discuss questionable situations with their manager or personnel contact.

Applicants and employees who are disabled, disabled veterans or veterans of the Vietnam era are invited to identify themselves so they may be included in the Company's Affirmative Action Program. Submission of this information is voluntary.



January 2015

## EQUAL EMPLOYMENT OPPORTUNITY

Clark Dietz, Inc. is an equal opportunity employer, and it is the policy of this company that all applicants and employees are entitled to equal employment opportunity. The company will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, handicap or veteran status. As part of this policy, the company will (1) recruit, hire and train all applicants and employees in all job titles without regard to their race, color, religion, sex, national origin, age, handicap or veteran status; (2) base employment decisions on the principle of furthering equal employment opportunity; (3) promote employees based upon job performance; and (4) insure that all personnel actions, such as hiring, probation, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreation programs, employee facilities, termination, and retirement will be administered without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Each job applicant, and all present employees, will receive fair and equitable consideration in all matters pertaining to employment. Applicants will be considered for employment based upon criteria related to the job they will be expected to perform. Employees will receive equal treatment in the conditions and privileges of employment.

Mr. Jon B. Howaniec, Director of Human Resources, has the overall responsibility to insure that Clark Dietz, Inc. is in compliance with this policy. Through both the establishment of and implementation of the company's personnel policies, Mr. Howaniec is directly responsible to me.

Clark Dietz, Inc. is committed to ensure non-discrimination at all levels within the organization. Management and supervisors are charged with the responsibility for carrying out the provisions of the plan. The cooperation and commitment of every employee is necessary in achieving effective and meaningful equal employment opportunity in every respect for all employees.

Equal employment opportunity is a sound and just policy to which Clark Dietz, Inc is firmly bound.

John I. Boldt, P.E.  
President & CEO

## **COMMUNICATIONS – INTERNAL**

Clark Dietz, Inc. policies are maintained on Clark Dietz, Inc. Intranet. All employees have access to the policies.

Clark Dietz, Inc. Equal Opportunity Statement signed by the Company's President is displayed prominently in all offices and is included in new employee packets.

The following posters are conspicuously displayed on Company bulletin boards in employee break room areas:

- "Equal Employment Opportunity is the Law" (OFCCP 1420)
- "Your Rights Under the FLSA" (WH1088)
- "Notice to Employees Working on Federal or Federally-Financed Construction Project" (WH1321)
- "Employee Polygraph Protection Plan"
- "Drug Free Workplace"
- "USERRA"
- "Family Medical Leave Act"

Application forms state that Clark Dietz, Inc. is an Equal Opportunity Employer. Candidates are invited to complete a voluntary self-identification form to help us analyze the effectiveness of the affirmative action plan in attracting a diverse candidate pool. This information is maintained in a separate file and is not shared with hiring managers or used in any way to make employment decisions.

The Company's EEO Policy is reviewed and updated by the Director of Human Resources when a law or regulation is changed or added that affects the policy.

Clark Dietz, Inc. subscribes to publications dealing with the latest personnel and legal changes as well as reports highlighting recent happenings in such areas as new legislation, government regulations, court cases, and professional surveys.



Date: \_\_\_\_\_

## Application for Employment

<b>Please Print</b>				
First Name		Middle Name	Last Name	
Current Address		City	State	Zip
Home Phone #		Mobile Phone #		
Date Available:		Position Desired:	Salary Desired:	
Are you available to work overtime? Yes ____ No ____		Part Time – Hours Available	Seasonal – Dates Available	

General Information		
Yes	No	
		Are you at least 18 years of age?
		Are you able to perform the job duties for the position you have applied either with or without a reasonable accommodation?  Yes, no accommodation needed  Yes, with the following accommodation:
		Are you related to any employee of Clark Dietz, Inc.? If yes, provide name and relation.
		Are you able to travel as part of your job?
		Are you willing to relocate? Which location(s)?
		Are you legally permitted or authorized to work in the U.S.?
		Do you require sponsorship to work in the U.S. (ex: H1-B visa)?
		Do you hold a valid drivers license?

How did you learn about Clark Dietz?

Employee Referral \_\_\_\_\_ CD Web Site \_\_\_\_\_ Job Ad In \_\_\_\_\_

College, Univ., Trade School \_\_\_\_\_ Other \_\_\_\_\_

**Education**

Name of High School Attended \_\_\_\_\_ Address \_\_\_\_\_ GPA \_\_\_\_\_

Have you received a H.S. diploma or equivalent? Yes \_\_\_\_ No \_\_\_\_

List the names of colleges, universities or trade schools you have attended:

Name of School – City and State	No of Years Attended	Did you Graduate?	Degree/Major	GPA

**Skills, Training, Certifications**

List special skills or training you have:

List software or tools that you are proficient with:

List organizations that you are affiliated with or certifications that you have:

**Employment (Most Recent)**

Company \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Street Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Primary Duties \_\_\_\_\_

Dates Employed	From Mo Yr	To Mo Yr	Salary Beg \$ End \$

Employment					
Company					Reason for Leaving
Street Address					Telephone
City, State, Zip					
Job Title			Supervisor		Primary Duties
Dates Employed	From Mo	Yr	To Mo	Yr	
Salary Beg \$		End \$			

Employment					
Company					Reason for Leaving
Street Address					Telephone
City, State, Zip					
Job Title			Supervisor		Primary Duties
Dates Employed	From Mo	Yr	To Mo	Yr	
Salary Beg \$		End \$			

Professional References	
Provide the name and telephone number of at least three individuals we may contact as references. Two references must be previous supervisors.	
Name:	Telephone:
Relationship:	
Name:	Telephone:
Relationship:	
Name:	Telephone:
Relationship:	

### **IMPORTANT INFORMATION**

Clark Dietz, Inc is an equal opportunity / affirmative action employer. All employment decisions are made on the basis of merit and qualifications and without regard to race, national origin, religion, sex, disability, age or protected status.

Clark Dietz, Inc participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **Authorization and Release**

I authorize full investigation of all statements and information contained in this application and other pre-employment materials I have offered to Clark Dietz for consideration. I also authorize full disclosure of my prior education and work records, including disciplinary records, as well as my credit history, criminal history, and/or other background information.

I understand I have a right to request disclosure of the nature, scope and results of such inquiries. I understand that incomplete, false or misleading statements in this application or other pre-employment materials offered by me may result in refusal to hire or discharge from employment, if employment has commenced.

### **No Contracts of Employment/Employment Relationship**

I understand that this application is neither an offer to enter into a contract nor a contract of employment. I recognize and agree that, if I am employed by Clark Dietz, such employment will not result in a contract for employment and that I or Clark Dietz may terminate my employment relationship at any time and for any or no reason. I further recognize that nothing contained in any documents published by Clark Dietz shall in any way modify these terms and acknowledge that these terms cannot be modified in any way by any oral or written representations made by anyone employed by Clark Dietz.

### **Read This Information Carefully**

I hereby release Clark Dietz, Inc any prior employer, school or credit/background reporting agency, including their agents, employees, representatives or attorneys from all claims and liability which may arise from the providing or use of any personal, employment, school or credit references, and from any obligation to provide me with written notification of such disclosure (except as may be required by law).

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Applicant's Signature (not printed)

---

Printed Name of Applicant

---

Date

**VOLUNTARY SELF-IDENTIFICATION FORM  
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

Clark Dietz, Inc is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law. The information below will be used only in the compilation of data for affirmative action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. Identification can be declared at any time prior to or, if applicable, after hire. Please return this page with your application.

PLEASE COMPLETE IN FULL:

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Sex: (Circle appropriate response)      Male      Female

Date of birth: \_\_\_\_\_

Applicant's zip code: \_\_\_\_\_

Please check one of the descriptions below corresponding to the racial/ethnic group with which you most identify.

- ☐ Hispanic or Latino
- ☐ White (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ American Indian or Alaska Native (Not Hispanic or Latino)
- ☐ Two or More Races (Not Hispanic or Latino)

Personal and Confidential

This form contains sensitive information and will be stored separately from personnel records.

## **DRUG FREE WORKPLACE ACT**

Under the Drug Free Workplace Act passed by Congress, any business or other organization receiving a contract of \$25,000 or more from the federal government for the sale of products or services must maintain a drug free workplace.

A written policy prohibiting the illegal presence of controlled drugs in the workplace has been distributed to all employees.

Clark Dietz, Inc. has established an ongoing awareness program for employees on the dangers of drug abuse in the workplace and of the employees' right to know about help that is available in combating drug problems.

## **DRUGS & ALCOHOL**

In compliance with the Drug-Free Workplace Act of 1988, the Company is committed to providing a safe, productive work environment. Alcohol and drug abuse pose a threat to the health and safety of our employees and others. For these reasons, the company is committed to the elimination of drug use and alcohol abuse in the workplace.

### **WORK RULES**

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Whenever employees are working, operating a company or personal vehicle for work, or are on a job site they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing any illegal drug or drug paraphernalia.
- Being under the influence of an illegal drug.

Any illegal drugs or drug paraphernalia discovered on company premises or on the job site will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **DRUG TESTING**

It is the policy of the Company to comply with our clients' work and safety rules. Some clients may require employees assigned to on-site projects to undergo drug screening. When this occurs employees who will be assigned to the project will be informed in advance.

### **PRESCRIPTION DRUGS**

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their manager. The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

### **ALCOHOL AND COMPANY EVENTS**

Employees are expected to act in a professional manner at all times while representing the Company. Alcohol use can impair judgment and cause health and safety problems. Therefore, excessive use of alcohol at any company sponsored function, including business travel, is prohibited. Moderate and responsible use of alcohol at company-sponsored functions, or in connection with business meals or entertainment is acceptable as long as it does not impair judgment or violate any laws governing blood alcohol level while operating a vehicle.

#### **EMPLOYEE ASSISTANCE**

The company will support employees who voluntarily seek help for drug or alcohol problems. Employees who seek assistance may be required to provide documentation that they are successfully following a prescribed treatment.

Employees who violate this policy or refuse to seek assistance for a substance abuse problem may be subject to corrective action, up to and including termination.

## **SEXUAL HARASSMENT**

It is the Company's policy to maintain a discrimination-free work environment for all employees. Part of maintaining a good working atmosphere includes freedom from harassment based on race, religion, or national origin as well as sexual advances. Therefore, it is important for all employees to know and understand that no form of harassment will be tolerated. Employees are urged to discuss questionable situations with their manager or personnel contact.

A written policy prohibiting sexual harassment in the workplace has been distributed to all employees.

## **SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT**

The company believes that every one of its employees has the right to be free from all forms of illegal harassment or intimidation such as harassment and intimidation based on race, color, religion, physical or mental handicaps, gender, sexual orientation, marital status, national origin, age or veterans status.

### **OVERVIEW**

Sexual harassment is behavior of a sexual nature made by a person who knows, or reasonably should know, that such behavior is unwanted or offensive. Sexual harassment can involve males or females being harassed by members of either sex.

Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples may include (but are not limited to):

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request; or denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request.
- Engaging in physical contact or touching another employee in a way that is unwelcome.
- Making sexually suggestive verbal remarks or engaging in conversation that is sexually suggestive or may be deemed to be inappropriate.
- Displaying, storing, or transmitting pornographic or sexually oriented materials.
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.
- Creating or contributing to an offensive environment, including the use of vulgar language, displaying sexually suggestive images or telling sexual stories or jokes.

Sexual harassment can be physical and/or psychological in nature. A series of incidents can constitute sexual harassment even if one of the incidents considered on its own may not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on company premises and whether or not the incidents occur during working hours.

## REPORTING PROCEDURE

If an employee believes that he/she has been subject to or witnessed sexual harassment or any other forms of harassment or intimidation described above they should:

- Inform the other party that their conduct is un-welcome and request it to stop.
- Report the incident to their Manager or an Officer of the Company.
- Document the incident in writing and provide specific details as to what occurred, when and where it occurred and who was involved, including any witnesses.
- Provide written documentation to the HR Director.

All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures may be considered evidence of a vexatious intent on the part of the accuser. If an employee is made aware of another employee being harassed, this should also be reported immediately.

All reports of sexual harassment will be thoroughly investigated. Investigations will be conducted confidentially. During the course of an investigation information will be revealed strictly on a need-to-know basis. No retaliatory action will be taken against any employee who uses or participates in this complaint procedure.

Employees who violate this policy are subject to corrective action up to and including immediate termination.

---

Employee's Signature

---

Date

---

Employee's Name (Print)

---

Clark Dietz, Inc.

## **COMMUNICATIONS – EXTERNAL**

Clark Dietz, Inc. includes the statement "An Equal Opportunity Employer (M/F/H/V)" on recruiting advertisements placed in newspapers, publications and on the Internet.

The Company's Business Development Brochure states that Clark Dietz, Inc. is an equal opportunity employer. The Equal Opportunity Clause is bound in all specification documents produced by the firm.



### **Electrical Engineer**

Clark Dietz, Inc is an employee owned, multidiscipline consulting engineering firm with offices in Illinois, Indiana and Wisconsin. We are a recognized leader in transportation, civil, environmental, structural, mechanical and electrical engineering. Our business philosophy is anchored in quality and client satisfaction and is evidenced by our long standing and continuing success in the design and construction arena.

We currently have an opportunity for an entry level **Electrical Engineer** to join our **Champaign, IL** and **Wausau, WI** offices. Responsibilities include designing power distribution, lighting, and special systems for a variety of markets segments. Specific duties include meeting/communicating with clients, project management and delivery, site visits, comprehension and coordination of architectural drawings, calculations, and equipment selection.

### **Position Requirements**

- B.S. degree in Electrical Engineering with a concentration in power systems from an ABET accredited institution.
- Previous professional or academic experience related to electrical engineering.
- Ability to assist with the development of preliminary designs, document preparation, and engineering during construction.
- Ability to apply engineering principals to develop and evaluate solutions.
- Strong communication skills with the ability to prepare written reports.
- Ability to interpret data and make recommendations based on analysis.
- Ability to work independently and collaborate with other team members.
- Proficient with AutoCAD and MS Office; SKM Powertools is desired.
- Ability to meet project timelines and work extended hours as required.

In exchange for your talent we offer an industry leading compensation package including Health, Dental, Vision, Life, AD&D, STD and LTD insurance benefits as well as generous 401k and profit sharing plans. To learn more about our firm and apply please visit [www.clark-dietz.com](http://www.clark-dietz.com)

M/F/H/D EOE

## **RESPONSIBILITY FOR IMPLEMENTATION**

Jon B. Howaniec, Director of Human Resources, reports directly to John I. Boldt, President and CEO. His duties include, but are not necessarily limited to:

Assisting management in collecting and analyzing employment data;

Developing policy statements, affirmative action programs, and recruitment techniques designed to comply with equal employment policies;

Complying with various statutory record keeping and notice requirements;

Preparing an annual review and summary of the Company's affirmative action program and the results achieved under these programs for submission to the President;

Assisting supervisory personnel in arriving at solutions to specific personnel problems;

Serving as liaison between the Company and government agencies, minority and women's organizations, and other community groups; and

Keeping management informed of the latest developments in the entire equal employment opportunity area.

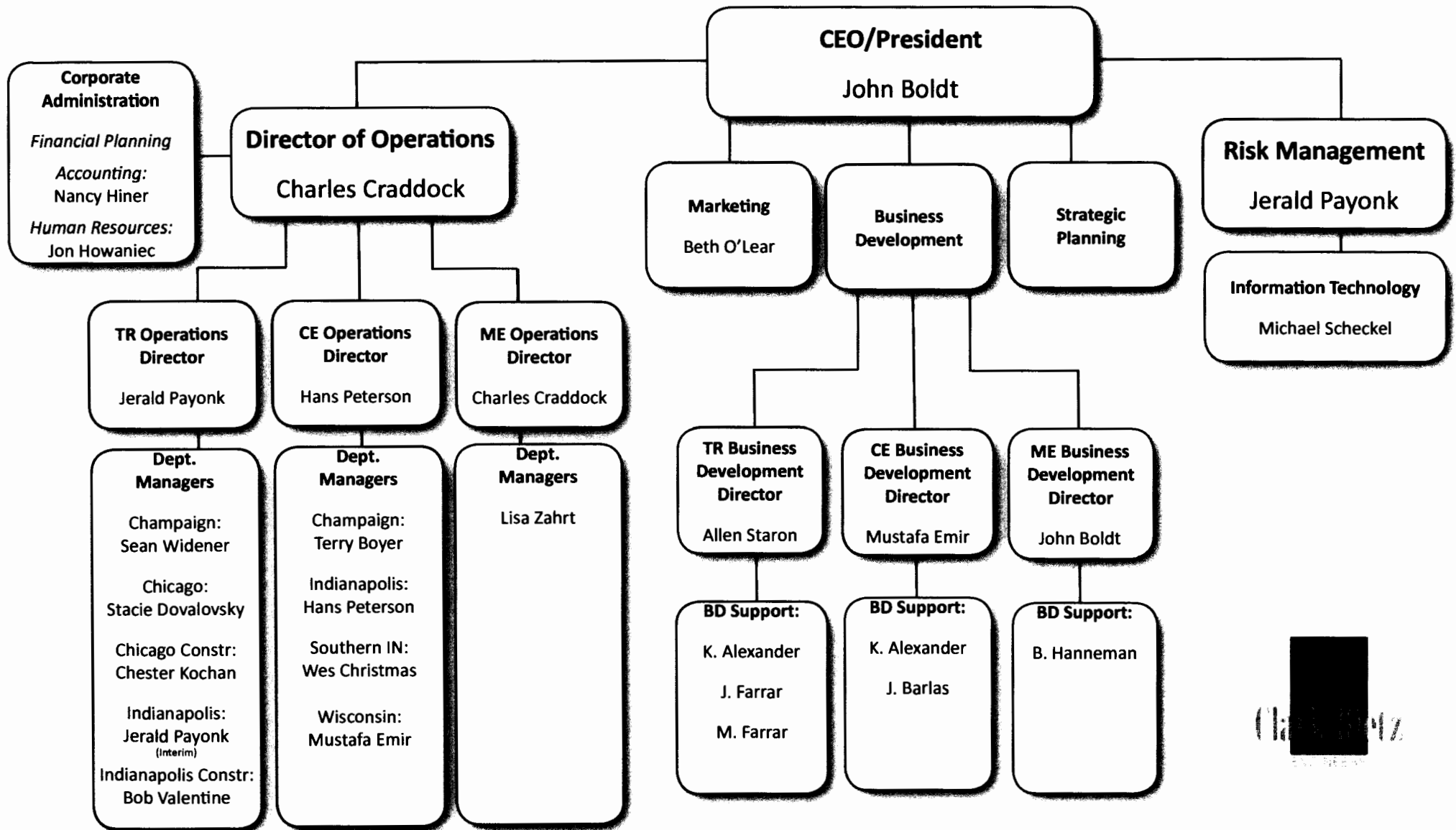
Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter shall be referred to the Director of Human Resources.

Distribution of the company's EEO Statement to all new employees.

## **ORGANIZATION CHART**

While overall authority for implementing this policy is assigned to the Director of Human Resources, an effective equal opportunity program cannot be achieved without the full support of supervisory personnel at all levels. An organizational chart depicting this structure is attached. Department managers are fully informed of this firm's dedication to equal employment opportunity, and are strongly urged to participate in an active role in achieving the goals and objectives stated herein.

# 2015 Firm Organization



## **DISSEMINATION OF POLICIES**

A draft of all company policies is presented to the Board of Directors. Once approved, policies are distributed via e-mail to all employees. Clark Dietz, Inc. policy manual is available on its intranet. The dissemination of policies regarding equal employment opportunity and affirmative action planning shall be the responsibility of the Director of Human Resources. Clark Dietz, Inc. existing EEO policy is included in this manual, and will be evaluated annually, with revisions made as needed to achieve the goals and objectives stated herein.

At the discretion of the Director of Human Resources, department managers will be trained in policies and techniques regarding achieving affirmative action goals, as well as encouraged to participate in workshops or seminars regarding equal employment opportunity and affirmative action so they may most effectively participate in this firm's realization of affirmative action and equal employment opportunity goals.

Further, all employee communication media are utilized to keep employees and the public informed of this firm's commitment to affirmative action. Examples may include, but are not limited to, bulletin boards, discussions to orient new employees, in-house publications, and word-of-mouth all emphasize this firm's strong commitment to attempt to remove disparate effects of past discrimination.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the company to provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, gender, national origin, ancestry, age, marital status, disability, veteran status or any other classifications protected by federal, state or local laws.

This policy applies to all terms, conditions, and privileges of employment including hiring, introductory period, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreation programs, employee facilities, termination, and retirement.

The HR Director, who reports directly to the President, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Duties include, but are not necessarily limited to:

- Assisting management in collecting and analyzing employment data;
- Developing policy statements and recruitment techniques designed to comply with the equal employment policy of the Company;
- Complying with various statutory record keeping and notice requirements;
- Assisting supervisory personnel in arriving at solutions to specific personnel problems;
- Serving as liaison between the Company and government agencies, minority and women's organizations, and other community groups; and
- Keeping management informed of the latest developments in the equal employment opportunity area.

Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity employment matter shall be referred to the Director of Human Resources.

While overall authority for implementing this policy is assigned to the HR Director, an effective equal employment opportunity program cannot be achieved without the support of management at all levels.

## **GOALS AND OBJECTIVES**

It is the intent and desire of this company to afford all existing personnel and all applicants equal opportunity in all phases of employment and pre-employment. No person shall be discriminated against in employment because of race, religion, color, sex, age, national origin, or handicap.

This plan has been developed to achieve full and prompt utilization of minorities, handicapped persons, Vietnam era veterans, disabled veterans, and women at all levels within this company. The results of this plan are reviewed annually, and the plan modified as necessary to achieve the stated objectives. This plan will be evaluated and rewritten every five years.

All officials within this company, as well as employment and advertising agencies with whom this company transacts business are informed of this firm's commitment to affirmative action. In addition, every reasonable effort to contract outside services with protected class businesses will be made at all levels.

# Section D - EMPLOYMENT DATA

Job Categories	Number of Employees															
	Race/Ethnicity															
	Hispanic or Latino	Not Hispanic or Latino														
		Male							Female							
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	Total Col A - N
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1 Officials & Managers	0	0	15	0	0	0	0	0	4	0	0	0	0	0	19	
2 Professionals	1	1	36	3	0	2	0	0	6	0	0	1	0	0	50	
3 Technicians	0	0	22	0	0	1	0	0	1	0	0	0	0	0	24	
4 Sales Workers	0	0	3	0	0	0	0	0	1	0	0	0	0	0	4	
5 Admin Supp Workers	0	0	0	0	0	0	0	0	11	0	0	0	0	0	11	
10 Total	1	1	76	3	0	3	0	0	23	0	0	1	0	0	108	
11 Previous Year Total	1	1	72	2	0	3	0	0	27	0	0	1	0	0	107	

1. Date(s) of Payroll period used 08/04/15 Thru 08/04/15

2. Does Establishment Employ Apprentices? Y

## **POLICY FOR SUBCONTRACTORS**

It is the practice of this firm that any subcontractors utilized by Clark Dietz, Inc. are aware of this firm's commitment to affirmative action. All subcontractors are expected to comply with equal opportunity legislation, and every effort to utilize subcontractors that qualify as minority, or woman-owned small businesses will be made.

## **ACCOMMODATION FOR THE DISABLED**

Clark Dietz, Inc. will provide reasonable accommodations to persons with qualifying physical or mental disabilities, unless such an accommodation would cause the Company undue hardship.

## **MINORITY SCHOLARSHIPS**

Clark Dietz, Inc sponsors scholarships each year for minority students interested in pursuing a degree in the field of engineering at the following institutions:

- University of Illinois at Urbana Champaign
- University of Illinois at Chicago
- University of Wisconsin at Platteville
- Purdue University
- Rose-Hulman Institute of Technology

## **CURRENT RECRUITING SOURCES**

Clark Dietz, Inc. currently recruits from the following resources:

### **General:**

- American Council of Engineering Companies  
[www.acec.org](http://www.acec.org)
- American Society of Civil Engineers  
[www.asce.org](http://www.asce.org)
- Diversity Jobs  
[www.diversityjobs.com](http://www.diversityjobs.com)
- US.jobs by National Labor Exchange  
[www.us.jobs](http://www.us.jobs)

- Purdue University  
[www.purdue.edu](http://www.purdue.edu)
- University of Illinois at Urbana Champaign  
[www.illinois.edu](http://www.illinois.edu)
- University of Illinois at Chicago  
[www.uic.edu](http://www.uic.edu)
- Milwaukee School of Engineering  
[www.msos.edu](http://www.msos.edu)
- University of Wisconsin at Platteville  
[www.uwplatt.edu](http://www.uwplatt.edu)
- University of Wisconsin at Milwaukee  
[www.uwm.edu](http://www.uwm.edu)
- Michigan Technological University  
[www.mtu.edu](http://www.mtu.edu)

**For African-American candidates:**

- The National Society of Black Engineers  
[www.nsbe.org](http://www.nsbe.org)
  - Chapters:
    - University of Illinois at Chicago Chapter
    - University of Illinois at Urbana Champaign Chapter
    - University of Wisconsin – Madison Chapter

**For Hispanic candidates:**

- The Society of Hispanic Professional Engineers  
[www.shpe.org](http://www.shpe.org)
  - Chapters:
    - Chicago Chapter
    - Region 6 Chapter
    - University of Illinois at Chicago Chapter
    - Purdue University – West Lafayette Chapter
    - University of Wisconsin – Madison Chapter

**For female candidates:**

- The Society of Women Engineers  
[www.swe.org](http://www.swe.org)
  - Chapters:
    - Central IL Section
    - Central IN Section
    - Wisconsin Chapter
    - University of Illinois at Chicago Chapter
    - Chicago Chapter
    - Purdue University – West Lafayette Chapter
- Women in Engineering Programs at:
  - University of Illinois at Chicago
  - University of Illinois at Urbana Champaign
  - Purdue University – West Lafayette
  - University of Wisconsin – Platteville



August 10, 2015

City of Urbana  
Human Relations Division  
400 South Vine St.  
Urbana, IL 61801

Re: Equal Employment Opportunity (E.E.O) Workforce Statistics Form

To Whom It May Concern,

Attached are our updated Equal Employment Opportunity (E.E.O) Workforce Statistics Form and Clark Dietz Affirmative Action Plan (including copies of Clark Dietz's EEO statement and policy prohibiting Sexual Harassment). If you have any questions, please don't hesitate to contact Jon Howaniec, HR Director at (312) 466-8259.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanna Cabaj".

Joanna Cabaj  
HR Generalist  
Clark Dietz, Inc.