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|---|--------------------------------|--------------|
| CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanainlinois.us | 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: *Duce Construction Company*

d/b/a:

Address: *417 Wilbur Avenue*

City/State/Zip: *Champaign, IL 61822*

Telephone Number(s) include area code: *217-355-0222*

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: *37-1048025*

Social Security Number:

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

Name:

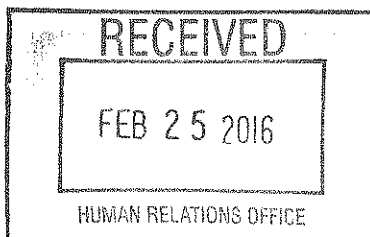
Address:

City/State/Zip

3. Major activity of your company (product or service): *Concrete, Site Utilities, Directional Boring, Demolition and*

4. Project on which your company is bidding: *multiple upcoming projects*

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>Daniel Wilson</u> Title: <u>Project Manager</u> Telephone: <u>217-355-0222</u> Email: <u>dwilson@ducc-construction.com</u> | X | |
| C. | Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us. | X | |
| D. | Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana. | X | |
| E. | Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income? | X | |
| F. | If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income? | X | |
| G. | Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders? | X | |
| H. | Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification. | | X |
| I. | Does the company have collective bargaining agreements with labor organizations? | X | |
| J. | If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana? | X | |
| K. | Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.) | X | |
| L. | Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.) | X | |

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE

| Job Categories | Overall Totals | | White (Not of Hispanic Origin) | | Black or African-American (Not of Hispanic Origin) | | Hispanic or Latino | | Asian or Pacific Islander | | American Indian or Alaskan Native | |
|---|----------------|---|--------------------------------|---|--|---|--------------------|---|---------------------------|---|-----------------------------------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F |
| Officials & Mgrs | 3 | 1 | 3 | 1 | | | | | | | | |
| Professionals | | | | | | | | | | | | |
| Technicians | 3 | | 3 | | | | | | | | | |
| Sales Workers | | | | | | | | | | | | |
| Office & Clerical | 3 | 1 | 3 | 1 | | | | | | | | |
| Craft Workers (Skilled) | 2 | | 2 | | | | | | | | | |
| Operatives (Semi-Skilled) | 6 | | 6 | | | | | | | | | |
| Laborers (Unskilled) | 2 | | 1 | | 1 | | | | | | | |
| Service Workers | | | | | | | | | | | | |
| TOTAL | 19 | 2 | 18 | 2 | 1 | | | | | | | |
| 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>February 16, 2016</u> | | | | | | | | | | | | |

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

| Job Categories | TOTAL EMPLOYEES | | BLACK EMPLOYEES | | HISPANIC EMPLOYEES | | OTHER MINORITY EMPLOYEES | |
|---------------------------|-----------------|---|-----------------|---|--------------------|---|--------------------------|---|
| | M | F | M | F | M | F | M | F |
| Officials & Mgrs | 1 | | | | | | | |
| Professionals | | | | | | | | |
| Technicians | | | | | | | | |
| Sales Workers | | | | | | | | |
| Office & Clerical | | | | | | | | |
| Craft Workers (Skilled) | 2 | | | | | | | |
| Operatives (Semi-Skilled) | 2 | | | | | | | |
| Laborers (Unskilled) | 2 | | | | | | | |
| Service Workers | | | | | | | | |
| TOTAL | 7 | | | | | | | |

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

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

* Move employees available based on the job requirements.

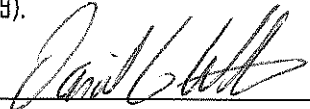
TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

| 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 | | | | | | | | |

* Since we are a seasonal business we don't tend to keep all employees from year to year. We have our core group of employees (≈ 40 persons) that have been with the company for 7 or more years each. We do not have any turnover when you focus on our core group of employees.

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

Daniel G. Wilson Project Manager / EEO Officer
Printed Name and Title

dwilson@duco-construction.com
E-mail Address

2/23/16
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 _____

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.

DUCE CONSTRUCTION COMPANY
NOTICE TO EMPLOYEES
AND APPLICANTS SEEKING EMPLOYMENT
EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION STATEMENT

To Whom It May Concern:

This is to state that Duce Construction Company is an Equal Employment Opportunity and Affirmative Action Employer. These policies are in accordance with the Civil Rights Act of 1964, Section 202 of Executive Order #11246 of September 24, 1965, and amending Executive Orders Numbers 11375, 11625, 11701, and 11758 of the United States Department of Labor, and in 41 CFR, Chapter 60. Duce Construction Company also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and other subsequent orders or legislation that may pertain to equal employment opportunity.

Duce Construction Company has a policy of recruiting, hiring, training, upgrading, promoting and disciplining without discrimination on the basis of race, color, religion, national origin, sex, age, marital status, physical or mental disability, sexual preference, political affiliation, veteran of any military service, matriculation, prior arrest record, or source of income. The one exception would be when one of these criteria is a clear disqualification for the occupation involved. Duce Construction has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. Duce Construction has informed their subcontractors, vendors, suppliers, labor organizations and unions, of our Equal Employment Opportunity Policy and their obligations to comply with this policy. Duce Construction Company will include the phrase, "Equal Opportunity Employer," "EOE," or "EEO" in all employment advertisements.

Also, Duce Construction Company has undertaken a positive and active Affirmative Action Program to effectively implement and enforce this policy at all times. A copy of this policy is available upon request from the EEO Officer.

The Equal Employment Opportunity (EEO) officer for Duce Construction Company is Mr. Daniel Wilson. If there are any questions or comments on the EEO Policy or Affirmative Action Program, please contact the officer at (217) 355-0222.

Duce Construction Company

Daniel G. Wilson
EEO Officer

DUCE CONSTRUCTION COMPANY
POLICY ON SEXUAL HARASSMENT

1. POLICY

Duce Construction will maintain a work environment free of all forms of sexual harassment and will provide a positive work environment which promotes courtesy, respect, and equality among individuals who are employed by the company. An employee who engages in any action constituting sexual harassment will be subject to disciplinary action, up to and including termination. Such conduct by any non-employee on Duce construction premises will also not be tolerated.

2. PURPOSE

This policy's intent is to provide guidance and procedures on identifying and dealing with sexual harassment.

3. APPLICATION

This policy applies to all Duce Construction personnel, wherever they are conducting company business, and to all individuals not employed by Duce Construction while they are on company property.

4. DEFINITION

Within the context of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.

These acts are unlawful when:

- Submission to such conduct is made as a term or condition of an individual's employment.
- Submission to, or rejection of, such conduct by an employee is used as the basis for employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile work environment.

5. COMPLAINT PROCEDURE

- An individual who believes they have been sexually harassed or retaliated against is encouraged to report the situation immediately to their supervisor.
- If the complaint is directed at their immediate supervisor or the individual prefers to discuss the situation with someone of the same sex, they are encouraged to report the situation directly to the corporate office manager, or to any other supervisor.
- All charges will be investigated and handled in a timely manner. Information concerning a complaint will not be released by the company to third parties unless required by law. The purpose of this provision is to protect the confidentiality of those individuals involved in the situation and to encourage the reporting of incidents.
- Investigation of a complaint will normally include interviewing all parties and witnesses.
- If the investigation reveals the complaint is valid, action designed to stop the

harassment and to prevent its recurrence will be taken. Physical assaults of the sexual nature or retaliation, if proven, will result in termination. Other acts of sexual harassment will be handled according to the situation, taking into consideration previous incidents and the severity of the current incident, and may result in disciplinary action up to and including termination.

6. RESPONSIBILITY

A. Employees

Employees will be held responsible for complying with this policy, and for the elimination of sexual harassment.

B. Management Personnel

Foremen are responsible for the implementation of this policy and for insuring that employees understand the policy regarding sexual harassment. Foremen are also responsible for monitoring compliance with this policy, for accepting complaints of sexual harassment from any individual, and reporting the incident to the Corporate Office Manager, and for taking appropriate corrective action.

C. Corporate Office Manager

The Corporate Office Manager will be responsible for the completion of an immediate and confidential investigation into all reports of sexual harassment, and for providing the results of the investigation, in writing, to the president of the company. The Corporate Office Manager will also be responsible to audit the results of all investigations to ensure consistency in the administration of disciplinary action.

7. DISTRIBUTION

Distribution of policy statement will be made by:

- Inclusion in appropriate policy manuals for all employees of Duce Construction.
- Conspicuous and permanent posting in designated areas.

8. ADMINISTRATION

Requests for interpretation or assistance in implementing this policy should be directed to the Corporate Office Manager.