

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaindinois.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: OPEN ROAD PAVING COMPANY, LLC		
d/b/a:		
Address: 1414 W. ANTHONY DRIVE		
City/State/Zip: URBANA, IL 61802		
Telephone Number(s) include area code: 217-356-7280		
Check one of the following		
Corporation	Partnership	Individual Proprietorship
		Limited Liability Corp.
		X
FEI Number: 26-1741704		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): HIGHWAY CONSTRUCTION/ASPHALT PAVING		
4. Project on which your company is bidding: RENEWAL - ALL PROJECTS		
5. City of Urbana contact staff assigned to contract: ENGINEERING DEPARTMENT		

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>MEREDITH MILLS</u> Title: <u>EEO OFFICER</u> Telephone: <u>217-356-7280</u> Email: <u>MEREDITHM@OPENROADPAVING.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 hr@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	2		2									
Professionals	2	1	2	1								
Technicians	17	2	16	2					1			
Sales Workers												
Office & Clerical		4		3				1				
Craft Workers (Skilled)	76	7	65	6	8	1	2				1	
Operatives (Semi-Skilled)												
Laborers (Unskilled)	64	10	55	8	7	1	1				1	1
Service Workers												
TOTAL	161	24	140	20	15	2	3	1	1		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>August 1, 2015 - July 31, 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								
Professionals								
Technicians	* SAME GENERAL MAKEUP OF OUR OVERALL WORKFORCE							
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

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

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

TABLE C – WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical						1		
Craft Workers (Skilled)	1					2		1
Operatives (Semi-Skilled)								
Laborers (Unskilled)	3				2	5	2	1
Service Workers								
TOTAL	4				2	8	2	2

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

MEREDITH MILLS, EEO OFFICER
Printed Name and Title

MEREDITHM@OPENROADPAVING.COM
E-mail Address

8/31/16
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 ☒

NO ☐

2. Have you enclosed your company's EEO statement?

YES ☒

NO ☐

3. Have you enclosed your company's Sexual Harassment policy?

YES ☒

NO ☐

**OPEN ROAD PAVING COMPANY, LLC
OPEN ROAD ASPHALT COMPANY, LLC
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2016

**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of the above companies not to discriminate against any employee or any applicant for employment because of age, race, religion, color, physical or mental disabilities, marital status, sex, physical condition, sexual preference, veteran status, genetic information, family responsibilities, matriculation, political affiliation, arrest record, source of income, national origin, or any other protected characteristics under applicable law.

This policy shall include, but not be limited to, the following: recruitment and employment, placement, promotion, demotion, transfer, compensation for training including apprenticeship, layoff, and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

MEREDITH MILLS has been appointed as the director of the affirmative action program and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities.



Joseph F. Lamb-President

**OPEN ROAD PAVING COMPANY, LLC
OPEN ROAD ASPHALT COMPANY, LLC**

**1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2016

NOTICE

ADVERTISING; LAYOFF OR TERMINATION; RATES OF PAY OR OTHER FORMS IT IS THE POLICY OF THIS COMPANY TO ASSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED EQUALLY DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, RELIGION, GENDER, COLOR, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, AMNESTY, OR VETERAN STATUS. SUCH ACTION SHALL INCLUDE, BUT NOT LIMITED TO: HIRING, PLACEMENT, PROMOTION, DEMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION, AND TRAINING.

TO ASSURE PROPER IMPLEMENTATION OF THIS POLICY, WE HAVE APPOINTED THE FOLLOWING INDIVIDUAL TO BE OUR EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

**MEREDITH MILLS
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802
OFFICE PHONE: (217) 356-7280
OFFICE FAX: (217) 356-1539**

SHOULD ANY PROBLEMS OR QUESTIONS ARISE CONCERNING OUR POLICY OF EQUAL EMPLOYMENT, PLEASE CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER.



Joseph F. Lamb-President

**OPEN ROAD PAVING COMPANY, LLC
OPEN ASPHALT COMPANY, LLC
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

JANUARY 1, 2016

TO WHOM IT MAY CONCERN

The employment policies and practices of the above companies are to recruit and to hire employees without discrimination because of race, color, creed, sex or national origin; and to treat them equally with respect to compensation and opportunities for advancement, including upgrading, promotion and transfer.

This company submits this Plan to assure compliance with the Civil Rights Act of 1964, Executive Orders 11246, 11375 and the Illinois Fair Employment Practices Act and other subsequent orders or legislation that may pertain to this program and to reaffirm its continued commitment to a program of equal employment policies.

It agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all our citizens without regard to race, color, creed, sex or national origin.

This company further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the company and to strive for advancement on this basis.



Joseph F. Lamb-President

**OPEN ROAD PAVING COMPANY, LLC
OPEN ROAD ASPHALT COMPANY, LLC
1414 WEST ANTHONY DRIVE
URBANA, ILLINOIS 61802**

**TO: ALL EMPLOYEES AND SUPERVISORY PERSONNEL
FROM: JOSEPH F. LAMB - PRESIDENT
DATE: JANUARY 1, 2016
RE: POLICY ON RELIGION & NATIONAL ORIGIN DISCRIMINATION**

It is the policy of the above companies to strictly prohibit any conduct which constitutes any discrimination because of religion of national origin, and to discipline any employee guilty of committing such conduct up to and including discharge.

Religious beliefs include all moral and ethical beliefs as to what is right and wrong so long as the beliefs are sincerely held with the strength of traditional religious views. Discrimination because of religion is defined broadly as including, but not limited to:

(A) The failure to reasonably accommodate a conflict between work schedules and religious observances and practices of an employee or prospective employee, unless the employer demonstrates that accommodation would result in undue hardship on the conduct of its business.

The employer may accommodate a conflict between work schedules and religious observances and practices by allowing an employee temporarily to swap work schedules with another employee. Other accommodations could be flexibility in arrival and departure times, break times, or holiday breaks, or to allow an employee to transfer to a job where there is more flexibility in the work schedule.

Discrimination because of national origin is defined broadly as including, but not limited to, the denial of equal employment opportunity based on an individual's (ancestor's) place of origin, or because an individual has the physical, cultural, or linguistic characteristics of a national origin group. For example, a selection procedure based on height and weight may exclude individuals of some national origins. Unless height and weight requirements are job-related, they should not be imposed.

Because the company feels strongly in providing a work place free from discrimination concerning religion or national origin, any employee who feels that he or she has been subjected to discrimination as it relates to religion or national origin, is requested to report the incident immediately to MEREDITH MILLS-AFFIRMATIVE ACTION OFFICER, who can be contacted at 1414 WEST ANTHONY DRIVE, Urbana, Il 61802 or by telephone at 217/356-7280. These incidents will be confidentially investigated and appropriate action will be taken.

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**TO: ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT
FROM: JOSEPH F. LAMB - PRESIDENT
DATE: JANUARY 1, 2016
RE: POLICY ON SEXUAL HARASSMENT**

It is the policy of the above companies to strictly prohibit any conduct which constitutes sexual harassment and to discipline any employee guilty of committing such conduct up to and including discharge. It is the responsibility of each individual employee to refrain from sexual harassment, and, it is the right of each individual employee to work in an environment free from sexual harassment.

Sexual harassment is defined as unwelcome or improper sexual advances, requests for sexual favors and any other conduct of a sexual nature (verbal, non-verbal, visual and physical, including sexually explicit language, jokes, etc.). An employee is being sexually harassed when:

- 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.**
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or**
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

The courts have determined that sexual harassment is a form of discrimination and illegal under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Proper responses to conduct which is believed to be sexual harassment may include the following: direct communication, contact with supervisory personnel, formal written complaint and resolution outside the department.

Because the company feels strongly that no one should be subjected to such an atmosphere, any employee who feels that he or she has been subjected to sexual harassment is requested to report the incident immediately to MEREDITH MILLS, AFFIRMATIVE ACTION OFFICER, who can be contacted at 1414 WEST ANTHONY DRIVE, URBANA, IL 61802 or at (217) 356-7288. These incidents will be confidentially investigated and appropriate action will be taken. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. An employee may contact the agencies at the following numbers:

**Illinois Department of Human Rights: (217) 785-5100 or (312) 814-6200
Illinois Human Rights Commission: (217) 785-4350 or (312) 814-6269
Equal Employment Opportunity Commission (312) 353-2713 or 1-800-669-3362**