

<p align="center"> <b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2455 (phone); 328-8288 (fax)</b>  <b>hro@urbanaininois.us</b> </p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification 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: *Owens Excavating & Trucking LLC*  
d/b/a:

Address: *8335 E 1980 N Rd*

City/State/Zip: *Oakwood IL 61858*

Telephone Number(s) include area code: *217.354.4372*

Check one of the following

Corporation  Partnership  Individual Proprietorship  Limited Liability Corp.

FEI Number: *46-3171305* Social Security Number: *323-78-5944*

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

Name: *Warren Owens*

Address: *8335 E 1980 N Rd*

City/State/Zip: *Oakwood IL 61858*

**3. Major activity of your company (product or service):** *Excavation / Trucking*

**4. Project on which your company is bidding:**

**5. City of Urbana contact staff assigned to contract:**



## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Darren Owens</u> Title: <u>owner</u> Telephone: <u>217.354.4372</u> Email: <u>darren@dwenset.com</u>	✓	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>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.</b>	✓	
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>	✓	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
I.	Does the company have collective bargaining agreements with labor organizations?	✓	
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	✓	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)	✓	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	✓	

## SECTION 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	2	2								
Professionals												
Technicians												
Sales Workers												
Office & Clerical		1		1								
Craft Workers (Skilled)	10		10									
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>12</b>	<b>3</b>	<b>12</b>	<b>3</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.												
<b>Date of above Data:</b> <u>5-30-2018</u>												





## 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

Darren E Owens, owner  
Printed Name and Title

darren @ owenset.com  
E-mail Address

5-30-18  
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



OWENS EXCAVATING & TRUCKING LLC  
8335 East 1980 N Road, Oakwood, IL 61858

### **Equal Employment (EEO) Policy**

It is the policy of Owens Excavating & Trucking LLC to support the following:

Title VII of the Civil Rights Act of 1964, as amended, to protect applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and all other aspects of employment, on the basis of race, color, religion, sex (including pregnancy) or national origin.

Title I and V of the Americans with Disabilities Act of 1990, as amended, in the hiring, promotion, discharge pay, fringe benefits, job training, classification, referral and other aspects of employment, including reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual who is an applicant or employee, barring undue hardship.

The Age Discrimination in Employment Act of 1967, as amended, by protecting applicants and employees 40 years of age or older from discrimination based on age in hiring, promoting, discharging, paying, awarding fringe benefits, job training, classifying, referring and other aspects of employment.

The Equal Pay Act of 1963, as amended, by paying wages to women and men performing substantially equal work, in jobs requiring equal skill, effort and responsibility, under similar working conditions, in the same environment.

Title II of the Genetic Information Nondiscrimination Act of 2008 which protects applicants and employees from discrimination based on genetic information in all aspects of hiring and employment.

Any employee who has a complaint of employment equality should first clearly inform the Owens Excavating & Trucking LLC of any violation of EEO rights. The violation should be reported to:

**Darren Owens at 1.217.304.1701**

Incidents will be taken seriously with immediate remedial action. There are strict time limit for filing charges of employment discrimination. To learn more about the EEOC rules and regulations, visit the following website: [www.eeoc.gov](http://www.eeoc.gov) or contact them at 1.800.669.4000.

## OWENS EXCAVATING & TRUCKING LLC

8335 East 1980 N Road, Oakwood, IL 61858

### **Sexual Harassment Policy**

It is the policy of Owens Excavating & Trucking LLC that all employees are responsible for ensuring the workplace is free from sexual harassment. Because of our strong disapproval of offensive or inappropriate sexual behavior at work, all employees, sub-contractors, suppliers and other on-site support persons must avoid action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually harassing nature when submission to the harassment is made either explicitly or implicitly a term or condition for employment, when it is used as the basis for employment decisions affecting the individual or when it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser his/her behavior is offensive or unwelcome and request the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to:

**Darren Owens at 1.217.304.1701**

Sexual harassment incidents will be taken seriously with immediate remedial action. If the harassment involves any threats of physical harm, the alleged harasser may be suspended with pay or immediately released. During suspension, the charges will be investigated and appropriate action taken. If charges are brought falsely and with malicious intent, disciplinary action, including termination, will be rendered.

If an employee is dissatisfied with management's response to his/her complaint, please contact the Illinois Department of Human Rights at [www.illinois.gov/dhr](http://www.illinois.gov/dhr) or 1.800.662.3942.