

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@city.urbana.il.us </p>	Office Use Only (11/07)		
	Requested by:		Date:
	Approved by:		Date:
	Vendor Number:		Certification Date:
	Certificate Number:	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: HH Office Inc

d/b/a: Rogards Office Plus

Address: 214 S. Walnut St.

City/State/Zip: Champaign, IL 61820

Telephone Number(s) include area code: 217-359-1795

Check one of the following

Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FEI Number: 45-1580497 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)

Distributor of office supplies, furniture, and janitorial products.

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>Tonya Horn</u> Title: <u>President</u> Telephone: <u>217-359-1795</u> Email: <u>tonya@rogards.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. 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.	✓	
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.	✓	
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 preference, 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 preference, 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.	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?		

SECTION III. Employment Information

a. 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.


b. Job Classifications, see descriptions attached

c. 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.

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
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Officials & Mgrs	2	1	2	1								
Professionals		3		3								
Technicians												
Sales Workers	2	2	2	2								
Office & Clerical		2		2								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)	5		5									
Service Workers												
TOTAL	9	8	9	8								
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>9/11/17</u>												

SECTION IV. Certification

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

Tonya Horn, President
Typed Name and Title

217-359-1795
Tel. Number

9/11/17
Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES NO

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

YES NO

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

YES NO

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HH Office Inc. dba Rogards Office Plus
Company Name

This is to state that it is the policy of Rogards to act in accordance with all local, state and federal Equal Employment Opportunity guidelines and procedures. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws. Rogards also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, City of Urbana Human Rights Ordinance and all other laws pertaining to equal employment opportunity.

Rogards Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without regard to any of the protected classes found in local, state or federal E.E.O laws. Rogards has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel.

ASSIGNMENT OF RESPONSIBILITY: Rogards has undertaken a positive E.E.O Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's E.E.O. Program is: Tonya Horn

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at 214 S. Walnut, Champaign and copies of the policy are available to employees, vendors and/or subcontractors.

UTILIZATION ANALYSIS: Rogards will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Rogards will attempt to advertise job vacancies in places where minorities and females may more likely become aware of the job openings.

GOALS AND TIMETABLES: Rogards will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

SYSTEM FOR MONITORING COMPLIANCE AND RECRUITMENT OF WORKFORCE: When adding new employees Rogards policy is to assure there are minorities and females in the applicant pool. Rogards supports EEO programs.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: Rogards will monitor applicant data, employee records and job descriptions to assist in its Equal Employment efforts.


Signature

9/11/17
Date