

|  |                                |                                     |
|--|--------------------------------|-------------------------------------|
| <p align="center"> <b>CITY OF URBANA</b><br/> <b>HUMAN RELATIONS DIVISION</b><br/> <b>400 SOUTH VINE ST.</b><br/> <b>URBANA, ILLINOIS 61801</b><br/> <b>(217) 384-2455 (phone); 328-8288 (fax)</b><br/> <b>hra@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:** The Sherwin-Williams Company

**d/b/a:**

**Address:** 101 W. Prospect Avenue

**City/State/Zip:** Cleveland, OH 44115

**Telephone Number(s) include area code:** (216) 568-2000

Check one of the following

|                    |                                     |                    |                          |                                  |                          |                                |                          |
|--------------------|-------------------------------------|--------------------|--------------------------|----------------------------------|--------------------------|--------------------------------|--------------------------|
| <b>Corporation</b> | <input checked="" type="checkbox"/> | <b>Partnership</b> | <input type="checkbox"/> | <b>Individual Proprietorship</b> | <input type="checkbox"/> | <b>Limited Liability Corp.</b> | <input type="checkbox"/> |
|--------------------|-------------------------------------|--------------------|--------------------------|----------------------------------|--------------------------|--------------------------------|--------------------------|

**FEI Number:** 34-0526850

**Social Security Number:** Not Applicable

**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):** Paint, Coatings and Related Products

**4. Project on which your company is bidding:** Bid #1617-16, Acrylic Traffic Marking Paint and Acelone

**5. City of Urbana contact staff assigned to contract:** John Collins, Operations Division Manager, Urbana Public Works 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.<br>Name: <u>Joy McManus</u><br>Title: <u>Area Human Resources Manager</u><br>Telephone: <u>(847) 330-1557</u><br>Email: <u>joy.a.mcmanus@sherwin.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.) For this bid   |     | 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   |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Professionals  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Technicians  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Sales Workers  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Office & Clerical  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Craft Workers (Skilled)  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Operatives (Semi-Skilled)  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Laborers (Unskilled)   |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Service Workers  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| <b>TOTAL</b>   |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| M = MALE, Column B is sum of Rows D, F, H, J and L.<br>F = FEMALE, Column C is sum of Rows E, G, I, K and M. |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |
| Date of above Data: _____  |                |   |                                |   |  |   |                    |   |                           |   |                                   |   |

SEE THE ATTACHED REPORT

| 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               | 2187           | 660  | 1864                           | 556  | 101  | 34   | 121                | 41   | 77                        | 29  | 4                                 | 0  |
| Professionals                  | 1484           | 964  | 1118                           | 720  | 88   | 98   | 81                 | 45   | 173                       | 91  | 2                                 | 0  |
| Technicians                    | 157            | 85   | 131                            | 68   | 11   | 12   | 9                  | 4    | 5                         | 2   | 1                                 | 0  |
| Sales Workers                  | 17757          | 5773 | 12747                          | 4219 | 1695   | 618  | 2895               | 783  | 341                       | 113 | 79                                | 19 |
| Administrative Support Workers | 436            | 874  | 333                            | 688  | 62   | 107  | 37                 | 65   | 3                         | 13  | 1                                 | 1  |
| Craft Workers                  | 506            | 4    | 410                            | 4    | 45   | 0    | 44                 | 0    | 6                         | 0   | 1                                 | 0  |
| Operatives                     | 7054           | 898  | 3982                           | 396  | 1678   | 188  | 1255               | 108  | 160                       | 203 | 29                                | 3  |
| Laborers and Helpers           | 24             | 10   | 12                             | 10   | 7  | 0    | 5                  | 0    | 0                         | 0   | 0                                 | 0  |
| Service Workers                | 31             | 19   | 17                             | 8    | 9  | 6    | 6                  | 4    | 0                         | 1   | 0                                 | 0  |
| TOTAL                          | 29617          | 9188 | 20654                          | 6679 | 3646   | 1683 | 4155               | 1051 | 765                       | 452 | 117                               | 43 |

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: 5/22/17

**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               |                 |   |                 |   |                    |   |                          |   |
| 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.

Not applicable

**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                     |                           |   |                              |   |                       |   |                          |   |

Not applicable

## 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 2-118).

*Diane K. Hupp*  
Signature

Diane K. Hupp, Vice President - Employee Relations  
Printed Name and Title

dkhupp@sherwin.com  
E-mail Address

June 8, 2017  
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 or 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 or 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 job 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 (ayer), 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 junior colleges, or through equivalent on-the-job training. Includes: 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, balers, 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, mining, 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.



**SHERWIN-WILLIAMS.**

The Sherwin-Williams Company  
101 Prospect Avenue  
Cleveland, Ohio 44115  
Phone: (216) 515-4550

John G. Morikis  
Chairman, President and  
Chief Executive Officer

March, 2017

To All Sherwin-Williams Employees and Others:

**Equal Employment Opportunity, Affirmative Action and Non-Harassment**

As indicated in the enclosed Equal Employment Opportunity Policy, we are committed to maintaining a work environment that is free of discrimination. Accordingly, we will recruit, train and promote in all job titles based only on valid job requirements. All personnel actions will be administered without regard to the following "factors": race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status, or any other consideration prohibited by law or by contract.

Pursuant to our responsibilities as a government and private contractor, we will take affirmative action to ensure that applicants are employed and that employees are treated without regard to the "factors" listed above. Auditing and reporting systems will be designed and implemented to ensure that appropriate affirmative action is taken. Tom Gilligan, our Senior Vice President of Human Resources, has been assigned overall responsibility for the implementation of our affirmative action efforts, including the development of affirmative action programs. The non-confidential portions of the affirmative action program for Individuals with Disabilities and Protected Veterans shall be available for inspection by employees and applicants upon request by contacting the appropriate Human Resources office during normal business hours. I fully support and am fully committed to the implementation of our affirmative action programs and equal employment opportunity.

As part of our commitment to equal employment opportunity, we will not tolerate harassment of our employees or by our employees in connection with their work or paid or unpaid employment-related activities. This applies to anyone, including any manager, supervisor, co-worker, vendor, customer or other business invitee. We are all responsible for helping to assure that our workplace is free of harassment. If you feel that you have experienced or witnessed harassment or if someone advises you that he or she has experienced or witnessed harassment, report the conduct to Human Resources pursuant to the enclosed Non-Harassment Policy.

We also will not tolerate harassment, intimidation, threats, coercion, or discrimination of employees and applicants because they have engaged or may have engaged in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or other activity related to the administration of the laws requiring affirmative action and equal employment opportunity based on the "factors" listed above, including, but not limited to, Executive Order 11246, as amended, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended; (3) opposing any act or practice made unlawful by such laws or their implementing regulations; or (4) exercising any other right protected by such laws or their implementing regulations. If you feel that such conduct or any other violation of the Equal Employment Opportunity Policy has occurred, or if someone advises you that such conduct or violation has occurred, report the conduct to Human Resources pursuant to the enclosed Equal Employment Opportunity Policy. Your cooperation is appreciated in our efforts to ensure equal employment opportunity, affirmative action, and Non-Harassment throughout our organization.

John G. Morikis





## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Responsible Office: Human Resources  
Policy Type: Corporate

Date Established: 9/1/79  
Date Last Revised: 03/17

The Sherwin-Williams Company is an equal opportunity employer. As such, we will recruit, hire, train and promote in all job titles based only on valid job requirements. All personnel actions will be administered without regard to the following "factors": race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status, or any other consideration prohibited by law or by contract.

After employment, employees' progress and compensation will be related to their qualifications and job performance. In particular, we will ensure that promotion decisions are based on valid requirements such as qualifications and job performance. Additionally, we will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, Company sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to discrimination based on the "factors" listed above. This commitment of equal employment opportunity applies to all persons involved in the operations of the Company and prohibits discrimination, harassment, intimidation, threats, or coercion by any employee of the Company including managers, supervisors and coworkers.

We also will not tolerate harassment, intimidation, threats, coercion, or discrimination of employees and applicants because they have engaged or may have engaged in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or other activity related to the administration of the laws requiring affirmative action and equal employment opportunity based on the "factors" listed above, including, but not limited to, Executive Order 11246, as amended, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended; (3) opposing any act or practice made unlawful by such laws or their implementing regulations; or (4) exercising any other right protected by such laws or their implementing regulations.

We will comply with the following pay transparency nondiscrimination provision: The contractor (Sherwin-Williams) will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).

Employees who believe that this policy has been violated are directed to contact the local Human Resources representative, the Group/Chain/Division Human Resources representative or the Vice President - Human Resources, at the numbers listed below.\* If the Company determines that a violation of this or any other policy or work rule has occurred, we will take prompt corrective action, up to and including immediate termination of employment.

\*HR CONTACTS-GROUP/DIVISION/LOCATION: \_\_\_\_\_

| Name  | Title | Phone Number |
|-------|-------|--------------|
| _____ | _____ | _____        |
| _____ | _____ | _____        |
| _____ | _____ | _____        |

(Employees at sites in which the foregoing information is missing and employees in other Groups/Divisions/Locations can contact Employee Relations at (216) 566-2363 for referrals to HR Contacts within their Group/Division/Location)



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## NON-HARASSMENT POLICY

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Responsible Office: Employee Relations  
Policy Type: Corporate

Date Established: 9/1/79  
Date Last Revised: 03/17

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The Sherwin-Williams Company is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of our employees or by our employees in connection with their work or other paid or unpaid employment-related activities. This applies to anyone, including any manager, supervisor, co-worker, vendor, customer, or other business invitee.

This policy prohibits harassment involving conduct whether verbal, physical, visual or otherwise. This includes, but is not limited to, harassment that is based on the following "factors": race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status, or any other consideration prohibited by law or by contract.

One type of harassment that deserves special mention is sexual harassment, which involves sexual advances, requests for sexual favors, or physical, verbal, visual or other conduct of a sexual nature. While an exhaustive list of such prohibited conduct is not possible, some examples include, but are not limited to: offers of positive employment-related consequences for sexual favors; threats of negative employment-related consequences for denials of sexual favors; physical contact of a sexual nature, such as grabbing, pinching, patting, hugging, kissing, brushing, rubbing, etc.; express or implied requests for sexual conduct; inquiries or comments about one's own or another's sex life, sexual ability or sexual body parts; displays of sexually-explicit, sexually-suggestive, foul or obscene photographs, cartoons, printed, graphic or other visual material or objects; written or verbal references to sexual conduct; inappropriate references to the male or female anatomy; whistling, hooting, leering or staring in a sexually-suggestive manner; telling or distributing sexual jokes; sexually-oriented "kidding," "teasing," or "practical jokes;" and vulgar or obscene language. Such conduct may be unlawful when it involves any of the following conditions:

- 1) submission to the conduct is an explicit or implicit term or condition of employment,
- 2) submission to or rejection of the conduct is used as the basis for an employment decision, or
- 3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

In addition to sexual harassment, harassment is likewise prohibited based on any of the "factors" listed above (race, color, religion, etc.). While an exhaustive list of such prohibited conduct is not possible, some examples include, but are not limited to: racial, ethnic or religious slurs, jokes, or derogatory remarks; jokes or comments about gender specific traits; comments, photographs, cartoons, printed, graphic or other visual material or objects reflecting stereotypes or cultural biases. Such conduct may be unlawful when it affects employment opportunities, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

You are responsible for helping to assure that our workplace is free of harassment. If you feel that you have experienced or witnessed harassment, or if someone advises you that he or she has experienced or witnessed harassment, report the conduct to the local Human Resources representative, the Group/Chain/Division Human Resources representative or the Vice-President - Human Resources, at the numbers listed below.\* We realize that these matters may involve sensitive or embarrassing issues, but the Company treats all complaints seriously. However, we cannot deal effectively with harassment until we are informed of it. Do not wait until the conduct becomes severe or pervasive to report it. It is a violation of this policy, and may be unlawful to retaliate against anyone who reports observed conduct, submits a complaint, participates in an investigation regarding a complaint or otherwise participates in a proceeding or hearing by any governmental agency or commission. Therefore, you are assured no such retaliation will be tolerated.

Our policy and the law require that we investigate all such complaints thoroughly and promptly. Management will maintain confidentiality throughout the investigatory process to the extent practical and consistent with our obligation to undertake a full investigation. We will review our findings with the appropriate parties at the conclusion of the investigation. If the investigation confirms that a violation of this or any other policy or work rule has occurred, we will take prompt corrective action, up to and including immediate termination of employment.

**\*HR CONTACTS-GROUP/DIVISION/LOCATION:** \_\_\_\_\_

| <u>Name</u> | <u>Title</u> | <u>Phone Number</u> |
|-------------|--------------|---------------------|
| _____       | _____        | _____               |
| _____       | _____        | _____               |
| _____       | _____        | _____               |

**(Employees at sites in which the foregoing information is missing and employees in other Groups/Divisions/Locations can contact Employee Relations at (216) 566-2363 for referrals to HR Contacts within their Group/Division/Location)**

**ILLINOIS ADDENDUM TO THE NON-HARASSMENT POLICY**  
[Revised 05/17]

**Sexual Harassment is illegal under Illinois Law. Sexual Harassment under Illinois Law means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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 purpose of the Company's Non-Harassment 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) about filing a formal complaint. An IDHR complaint must generally be filed within 180 days of the alleged incident(s). In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where an effective sexual harassment policy is in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.**

**Illinois Law also prohibits retaliation against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment or sexual harassment in elementary, secondary, and higher education, discrimination based on citizenship status in employment, because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Right Act, or because he or she has requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Act.**

**ADMINISTRATIVE CONTACTS**

**Illinois Department of Human Rights (IDHR). Chicago: 312-814-6200, or TTY: 866-740-3953. Springfield: 217-785-5100, or TTY: 866-740-3953.**

**Illinois Human Rights Commission (IHRC). Chicago: 312-814-6269, or TDD: 312-814-4760. Springfield: 217-785-4350, or TDD: 217-557-1500.**

## **Action Oriented Program**

In accordance with the applicable regulation, 41 C.F.R. Section 60-2.17 (c), as amended, the following Action Oriented Program has been developed to correct any problem areas that have been identified and to attain established goals and objectives:

- **Distribute and post a memorandum from John G. Morikis, President and Chief Executive Officer, regarding Equal Employment Opportunity and Non-Harassment, along with the Equal Employment Opportunity Policy and Non-Harassment Policy. Attachments 1 - 3;**
- **Post diversity information on the Company's internet and intranet site that includes a message of commitment; a description of the Company's diversity programs; and the business case for diversity. Exhibit 1, Diversity Information.**
- **Highlight female and minority employees in the Company's Corporate Social Responsibility Report. Exhibit 2, Corporate Social Responsibility Report.**
- **Spotlight and provide recognition for women and/or diversity leaders through various awards. Exhibit 3, Awards for Women.**
- **Maintain the myCareer intranet site dedicated to providing information and resources to help employees understand their roles in the Company and build their careers at the Company. Exhibit 4, myCareer Intranet Site.**
- **Offer a Careers By Design Brochure, which provides information about building a career at Sherwin-Williams. Exhibit 5, Career by Design Brochure.**
- **Offer Employee Development Guides, which help employees identify their strengths and areas of improvement and suggest resources to assist in their career development. Exhibit 6, Employee Development Guide.**
- **Make promotional opportunities available by posting positions internally.**
- **Offer Tuition Aid.**
- **List appropriate employment openings with the appropriate state or local employment service.**
- **Post job openings with entities that service women, minorities, protected veterans and/or individuals with disabilities. Also post job openings on other sites with wide distribution to obtain a diverse pool of applicants (for example, [www.indeed.com](http://www.indeed.com), Career Builder, [www.careerbuilder.com](http://www.careerbuilder.com)), Career Athletes, [www.careerathletes.com](http://www.careerathletes.com), Taleo, [www.taleo.com](http://www.taleo.com)).**

- Recruit at the following secondary schools, junior colleges and/or colleges with a significant percentage of minorities and females: Millikin University (20% Ethnic minorities); Illinois State University (18% Ethnic minorities); Illinois University at Springfield (17% Ethnic minorities).
- Participate in the Spring Internship Fair at Illinois State University, the Career Connections Expo at the University of Illinois Springfield and the Diversity Employer Expo at Illinois State University. **Exhibits 13 – 15, Career Fair Invoices and Confirmations.**
- Facilitate networking by involvement in female, minority, veteran and/or disabled organizations and events. Some examples include: Cultural Career Center Networking at Illinois State University and Women's Network Resource Group for the Central Illinois District. **Exhibit 9, Career Center Documentation and Exhibit 10, Women's Leadership Information.**
- Include females and minorities in the recruiting brochure. **Exhibit 11, Recruiting Brochure.**
- Train personnel involved in the recruitment, screening, selection, promotion and related processes on Equal Employment Opportunity and Affirmative Action principles.
- Train personnel and management staff on proper interviewing techniques.
- Develop a Spanish recruiting brochure. **Exhibit 12, Spanish Recruiting Brochure.**
- Offer career-coaching sessions with employees to assist them in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation and transfer.
- Hold sessions to review selection criteria and selection procedures with hiring managers to ensure that they are familiar with the Company's EEO policy and proper interviewing techniques.