

<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@urbanainllinois.us</b>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>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: GROWMARK, Inc.

d/b/a: Illini FS

Address: 1509 E University Avenue

City/State/Zip: Urbana IL 61802

Telephone Number(s) include area code: 309-557-6138

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"/>
-------------	-------------------------------------	-------------	--------------------------	---------------------------	--------------------------	-------------------------	--------------------------

FBI Number: 37-0815318 Social Security Number: NA

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

Name: GROWMARK, Inc.

Address: 1701 Towanda Ave.

City/State/Zip: Bloomington IL 61701

**3. Major activity of your company (product or service):** Fuel

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

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

## 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, <u>prior arrest, conviction record</u> , 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>Aubrey Freitag</u> Title: <u>Senior Manager Talent Acquisition</u> Telephone: <u>309-557-6207</u> Email: <u>afreitag@growmark.com</u>	X	
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>	X	
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>	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, <u>prior arrest, conviction record</u> , 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, <u>prior arrest, conviction record</u> , 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?	—	—
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	

However  
N/A to  
this  
contract.

\* A : We do not discriminate, nor do we have any blanket policies excluding candidates due to a prior arrest or conviction record. We do however engage in a case-by-case analysis (post-hire) to determine if the offense is job-related.

\* I : reference \* A above.



\* F: We utilize EOE Statement to cover all federal, state + local level protected classes.

### 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	25	4	25	4	0	0	0	0	0	0	0	0
Professionals	5	0	5	0	0	0	0	0	0	0	0	0
Technicians	6	0	6	0	0	0	0	0	0	0	0	0
Sales Workers	40	9	39	9	1	0	0	0	0	0	0	0
Office & Clerical	5	18	5	18	0	0	0	0	0	0	0	0
Craft Workers (Skilled)	13	0	13	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	52	1	51	1	0	0	0	0	1	0	0	0
Laborers (Unskilled)	22	2	22	2	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>168</b>	<b>34</b>	<b>166</b>	<b>34</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</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.												
Date of above Data: <u>7/8/2016</u>												

\* also note that not included in the above snapshot data is 6 minority hires for the 2015 calendar year that were mostly seasonal workers. July employee data does not include a good snapshot of our seasonal workforce that does tend to include more minorities.

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.

TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT

since 10/03/2013 -

07/08/2016

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	4	0	0	0	3	1	0	0
Professionals	4	1	0	0	6	1	0	0
Technicians	6	0	0	0	3	0	0	0
Sales Workers	3	4	1	0	16	8	1	0
Office & Clerical	0	8	0	0	0	4	0	0
Craft Workers (Skilled)	17	0	0	0	18	0	0	0
Operatives (Semi-Skilled)	16	0	0	0	31	0	2	0
Laborers (Unskilled)	15	0	0	0	20	0	2	0
Service Workers	0	0	0	0	0	0	0	0
TOTAL	65	13	1	0	97	14	5	0

## 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).

Kristen J. Kubisch  
Signature

Kristen J. Kubisch  
Printed Name and Title

Affirmative Action / EEO Specialist

KKUBSCH@GROWMARK.com  
E-mail Address

7/8/16  
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 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 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, lawyers, 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. 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, 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.

## Non-Discrimination, Anti-Harassment/Sexual Harassment and Anti-Retaliation

All employees have an opportunity to work in an environment free of discrimination, particularly discrimination against an individual because of his or her race, color, sex, sexual orientation, age, religion, national origin, disability, marital status, or military status or any other characteristic protected by applicable law. GROWMARK, Inc., d/b/a Illini FS, prohibits sexual harassment in any form and harassment in any form relating to matters such as an employee's race, color, sexual orientation, age, religion, national origin, disability, marital status, or military status or any other characteristic protected by applicable law. Harassment of applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with GROWMARK, Inc., d/b/a Illini FS, also is prohibited.

GROWMARK, Inc., d/b/a Illini FS, does not tolerate harassment or discrimination in any form against any group. GROWMARK, Inc., d/b/a Illini FS, values and respects all of our employees and visitors and all employees are responsible for assuring that GROWMARK, Inc., d/b/a Illini FS, and each of its facilities are free from harassment and discrimination. Inappropriate or offensive behavior, actions, words, jokes or comments based on an individual's race, color, sex, sexual orientation, age, religion, national origin, disability or any other legally protected characteristic will not be tolerated and may constitute harassment or discrimination. GROWMARK, Inc., d/b/a Illini FS, will take affirmative steps to end any such conduct, up to and including termination. Retaliation for engaging in legally protected activity is strictly prohibited.

Harassment is verbal or physical conduct by an employee or any individual (including applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with GROWMARK, Inc., d/b/a Illini FS) that denigrates or shows hostility or aversion toward an employee because of race, color, sex, sexual orientation, age, religion, national origin, disability, marital status, or military status or any other characteristic protected by applicable law, and that:

1. has the purpose or effect of creating an intimidating, hostile, abusive or offensive working environment; or
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's work performance.

This includes acts that are intended to be "jokes" or "pranks" but that are hostile or demeaning with regard to race, color, sex, sexual orientation, age, religion, national origin, disability, marital status, or military status or any other characteristic protected by applicable law.

It is against GROWMARK, Inc., d/b/a Illini FS, policy and applicable law for any employee to engage in sexual harassment. As part of this policy, no employee or other individual (including applicants for employment, vendors, suppliers, members, visitors and/or outsiders who may have business with GROWMARK, Inc., d/b/a Illini FS,) may sexually harass any Company employee. Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

1. submission to such conduct is made, either explicitly or implicitly, a condition of employment; or
2. submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or
3. such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive or offensive working environment.

Sexual harassment can take many forms. Sexual harassment may be verbal (examples include: sexual innuendo, suggestive comments, insults, humor or jokes about sex or a person's anatomy, or sexual propositions), non-verbal (examples include: suggestive or insulting sounds, leering, or obscene gestures), visual (examples include: posters, signs or slogans of a sexual nature), and physical (examples include: touching, unwelcome hugging, kissing, pinching or brushing of the body).

No employee will suffer adverse employment consequences as a result of making a good faith complaint or taking part in the investigation of a complaint.

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action, up to and including termination.

## **Equal Employment Opportunity**

GROWMARK, Inc., d/b/a Illini FS, will not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, marital status, veteran status, or any other characteristic protected by applicable law. Additionally, GROWMARK, Inc., d/b/a Illini FS, will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to any characteristic protected by applicable law. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

All employees share in the responsibility for assuring that by their personal actions, GROWMARK, Inc., d/b/a Illini FS, 's Fair Employment, Equal Employment Opportunity and Non-Discrimination, Anti-Harassment (including Sexual Harassment) and Anti-Retaliation policies are effective and apply uniformly to everyone. Any employees, including managers, who are found to have engaged in discriminatory, harassing or retaliatory practices will be subject to disciplinary action, up to and including termination.





## Community Outreach

August 9, 2016

### Illini FS List of Good Faith Efforts that have been recorded:

Hired 6 minorities in 2015 calendar year, primarily through seasonal jobs: Drivers, Laborers, Farm Store.

3/10/2015: Contacted Stan White at Illinois Job Link to post seasonal jobs

8/2015: FALL RECRUITING LETTERS: (5 local) University Outreach Letters: University of Illinois: Veteran Services, Illini Veterans, Women in Engineering, MANNRS Chapter (Jesse Thompson)

November 2015: Attended Region 5 MANRRS Cluster

February 2016: SPRING RECRUITING LETTERS: University of Illinois: Veteran Services, Illini Veterans, Women in Engineering, MANNRS Chapter (Jesse Thompson)

4/13/2016: ISU Career Center Diversity Employer Expo

5/2016: Spring Diversity Networking Event: Hosted Community Leaders Luncheon (IDES: Troy Davis / U of I: Dr. Thompson (MANRRS) / U of I: Deon Robin / IDES: John Otey, McLean County India Association)

6/22/16: Champaign IDES (Danita Lust) – Topic: Open Jobs

7/15/16: American Legion State Veterans Career Fair (Danita Lust & Randy VanVickle)  
\*Spoke with 30 interested veterans.

7/19/16: Champaign IDES (Danita Lust) Topic: Veterans Career Fair for future suggestions for improvement