

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanailinois.us </p>	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: Springfield Electric Supply Company

d/b/a: N/A

Address: 901 N. Matt's

City/State/Zip: Champaign, IL 61821

Telephone Number(s) include area code: 217-351-7600

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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FBI Number: 37-0739309

Social Security Number: N/A

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

Name: Springfield Electric Supply Company

Address: 700 N 9th Street

City/State/Zip Springfield, IL 62702

3. Major activity of your company (product or service): Electrical Supply Distribution

4. Project on which your company is bidding: Renewal for ongoing & future business

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>Amy Byers</u> Title: <u>Director, Human Resources</u> Telephone: <u>217-747-7299</u> Email: <u>Byers@springfieldelectric.com</u>	✓	
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.	✓	
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 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		2 or more races
	M	F	M	F	M	F	M	F	M	F	M	F	
Officials & Mgrs	49	8	47	7	2	1							
Professionals	11	8	11	7		1							
Technicians													
Sales Workers	106	13	101	11	3	1	2	1					
Office & Clerical	2	28	2	26		1		1					
Craft Workers (Skilled)													
Operatives (Semi-Skilled)	71	3	64	3	4		1						2
Laborers (Unskilled)													
Service Workers													
TOTAL	239	60	225	54	9	4	3	2					2

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: 6/13/16

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	4	1						
Professionals								
Technicians								
Sales Workers	12	1						
Office & Clerical		4						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	6		1					
Laborers (Unskilled)								
Service Workers								
TOTAL	22	6	1					

*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	3	2						
Professionals								
Technicians								
Sales Workers	8	1			8	3		
Office & Clerical		3			1	5		
Craft Workers (Skilled)								
Operatives (Semi-Skilled)	6		3		18		4	
Laborers (Unskilled)								
Service Workers								
TOTAL	17	6	3		27	8	4	

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).

Amy Byers
Signature

Amy Byers, Director, HR
Printed Name and Title

byers@sprelec.com
E-mail Address

7/11/16
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 ☐

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It has been a long-standing policy of Springfield Electric Supply Company to consider each applicant for employment on the basis of the applicant's qualifications for the job in accordance with all applicable local, state, and federal laws and without regard to any prohibited characteristic or condition including, but not limited to, race, color, religion, sex, age, national origin, ancestry, sexual orientation, marital status, disability, military status, or status as a disabled or Vietnam era veteran. The only exception is where any such characteristic is a bona fide occupational qualification or where a disability is a bona fide occupational disqualification.

All associates are given equal consideration with respect to compensation, benefits, and the opportunity to progress within the organization in accordance with all applicable local, state, and federal laws and without regard to any prohibited characteristic or condition including, but not limited to, race, color, religion, sex, age, national origin, ancestry, sexual orientation, marital status, disability, military status, or status as a disabled or Vietnam era veteran. The only exception is where any such characteristic is a bona fide occupational qualification or where a qualified person with a disability cannot be reasonably accommodated without creating undue hardship on the company's business.

This policy is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, benefits, company-sponsored training, job changes, corrective/disciplinary action, layoffs, discharge, and all other terms, conditions or privileges of employment.

All members of management at Springfield Electric Supply Company are familiar with this policy, the philosophy behind it, and their responsibility to act in good faith for meaningful progress in the utilization of minorities, females, qualified persons with disabilities, disabled veterans, and Vietnam era veterans.

Any job applicant may appeal to the Corporate Human Resources Department for review and correction of any action that they believe does not conform to this policy. Any associate may appeal to their location's most senior manager or the Corporate Human Resources Department for review and correction of any action that they believe does not conform to this policy. Every associate has a responsibility to assist in the investigation of reported discrimination. Individuals who, in good faith, file complaints of discrimination, or who assist with the investigation of a discrimination complaint, will be protected from retaliation.

Retaliation is defined as any adverse action taken against an individual because they filed, or cooperated in the investigation of, a complaint.

The Affirmative Action Plan is available for examination in the Corporate Human Resources Department during regular business hours.

HARASSMENT-FREE WORKPLACE RESTATEMENT

Springfield Electric Supply Company supports the right of all associates to work in a productive, professional environment and, therefore, will not tolerate any form of harassment in its workplace. Harassment directed toward any associate, customer, vendor, or other visitor is strictly prohibited.

This policy applies to all Springfield Electric associates and all customers, vendors, and other visitors to Springfield Electric work sites.

Harassment is defined as unwelcome or inappropriate behavior that interferes with or has the potential to interfere with job performance or the maintenance of a productive, professional work environment. Harassment is typically directed toward individuals because of a distinguishing personal characteristic, including, but not limited to, race, color, religion, sex, age, national origin, sexual orientation, disability, or veteran status.

Harassment may take many forms, including, but not limited to, the following:

- Actions, promises, or threats regarding any term or condition of employment conditioned upon providing, or failing to provide, sexual favors;
- Unwelcome sexual advances or physical contact that is offensive, intimidating, or threatening;
- Offensive flirtations or propositions, particularly when of a sexual nature and/or on a repeated basis;
- Language or comments that are offensive, including vulgarities; hostile, mocking, or lewd comments or jokes; racial, ethnic, or religious slurs; and/or intimidation that alters an individual's work efficiency;
- Physical threats, leering, or other gestures that create an intimidating, hostile, or offensive work environment;
- Ideas, pictures, objects, or expressions that are demonstrated, which are disrespectful of others and/or conflict with the company's goal of maintaining an environment that is free of all forms of harassment.

The Corporate Human Resources Department is responsible for assuring that this policy is communicated to all Springfield Electric associates and for assuring that all members of management receive training on this policy.

The Corporate Human Resources Department is also responsible for assuring that claims of harassment are thoroughly investigated, that action is taken to stop the behavior, and that the results of the investigation are properly documented and reported.

All members of management are responsible for assuring that the work environment is free of harassment and for reporting any possible incidents of harassment to the Corporate Human Resources Department.

All associates are responsible for abiding by the spirit and intent of this policy. If an associate believes they or another associate is being harassed or if an associate witnesses harassing behavior, said associate is responsible for reporting the behavior to their immediate supervisor, another member of management, or the Corporate Human Resources Department immediately.

An individual who believes that they are being harassed or who observes harassing behavior is expected to report the alleged act immediately to a member of management at the work site where the alleged policy violator works or to the Director in the Corporate Human Resources Department. Such report is to be confirmed in writing, including the date the complaint is submitted, the name(s) of the alleged

violator(s) of this policy, and the name and signature of the person submitting the complaint. The person taking the complaint can assist in completing this process.

Steps will be taken to begin an immediate investigation. All complaints will be investigated in a timely and confidential manner. If the investigation results in a reasonable belief that harassment has occurred, action designed to stop the harassment will be taken. Based upon the facts discovered in the investigation, appropriate action could include, but is not limited to, reassignment, transfer, reprimand, suspension, or other disciplinary action up to and including discharge. Non-employees who violate this policy risk the loss of visitor privileges.

Every associate has a responsibility to assist in the investigation of reported harassment. Individuals who, in good faith, file complaints of harassment, or who assist with the investigation of a harassment complaint, will be protected from retaliation.

Retaliation is defined as any adverse action taken against an individual because they filed, or cooperated in the investigation of, a complaint.

Springfield Electric will make every effort to preserve confidentiality and privacy; however, any investigation or legal proceeding may have to address otherwise private matters and may make complete confidentiality impossible.

Accusations of harassment are very serious and, if untrue, can have negative consequences for innocent individuals. Associates filing claims of harassment that they know to be false will be subject to immediate discharge.

The Illinois Department of Human Rights will also investigate charges of illegal harassment in the workplace. If you desire to have the Department of Human Rights review a claim of illegal harassment in the workplace you may contact it at any of the following addresses:

100 W. Randolph St., Suite 10-100, Chicago, 60601 (phone 800-662-3942),

222 S. College, Room 101A, Springfield, 62704 (phone 217-785-5100), or

2309 W. Main St., Marion, 62959 (phone 618-993-7463)

or visit the Department's website at www.state.il.us/dhr.

Springfield Electric Supply
700 N. 9th St.
PO Box 4106
Springfield, IL 62702
(217) 788-2100

As of 06-13-16

EEO-1 Report

Number of Employees															
(Report employees in only one category)															
Race/Ethnicity															
Not-Hispanic or Latino															
Male															
Female															
Total															
A - N O															
Job Categories	-Hispanic or Latino- Male A	Female B	White C	Black or African American D	Native Hawaiian or Other Pacific E	Asian F	American Indian or Alaska Native G	Two or more races H	White I	Black or African American J	Native Hawaiian or Other Pacific K	Asian L	American Indian or Alaska Native M	Two or more races N	O
Executive/Senior Level Officials and 1.1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	5
Managers															
First/Mid-Level Officials and 1.2	0	0	42	2	0	0	0	0	7	1	0	0	0	0	52
Managers															
Professionals	2	0	0	11	0	0	0	0	7	1	0	0	0	0	19
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	4	2	1	101	3	0	0	0	11	1	0	0	0	0	119
Administrative Support Workers	5	0	1	2	0	0	0	0	26	1	0	0	0	0	30
Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	7	1	0	64	4	0	0	0	2	3	0	0	0	0	74
Laborers and Helpers	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	2	225	9	0	0	0	2	54	4	0	0	0	0	299

Springfield Electric Supply
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As of 06-30-16

EEO-1 Report Champaign Lighting & Design Location

Number of Employees															
(Report employees in only one category)															
Race/Ethnicity															
Not-Hispanic or Latino															
Male															
Female															
Total															
Columns															
A - N O															
Job Categories	-Hispanic or Latino- Male A	-Hispanic or Latino- Female B	White C	Black or African American D	Native Hawaiian or Other Pacific E	Asian F	American Indian or Alaska Native G	Two or more races H	White I	Black or African American J	Native Hawaiian or Other Pacific K	Asian L	American Indian or Alaska Native M	Two or more races N	O
Executive/Senior Level Officials and Managers	1.1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid-Level Officials and Managers	1.2	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Professionals	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	4	0	0	2	0	0	0	0	1	0	0	0	0	0	3
Administrative Support Workers	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	10	0	0	3	0	0	0	0	1	0	0	0	0	0	4

Springfield Electric Supply
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As of 06-30-16

EEO-1 Report

Champaign Supply Branch Location

Number of Employees														
(Report employees in only one category)														
Race/Ethnicity														
Not-Hispanic or Latino														
Male														
Female														
Total														
Columns														
A - N														
O														
Job Categories	Hispanic or Latino- Male A	Female B	White C	Black or African American D	Native Hawaiian or Other Pacific Islander E	Asian F	American Indian or Alaska Native G	Two or more races H	White I	Black or African American J	Native Hawaiian or Other Pacific Islander K	Asian L	American Indian or Alaska Native M	Two or more races N
Executive/Senior Level Officials and Managers	1.1	0	0	0	0	0	0	0	0	0	0	0	0	0
First/Mid-Level Officials and Managers	1.2	0	0	3	0	0	0	0	1	0	0	0	0	4
Professionals	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	4	0	0	10	0	0	0	0	0	0	0	0	0	10
Administrative Support Workers	5	0	0	0	0	0	0	0	4	0	0	0	0	4
Craft Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	7	0	0	5	1	0	0	0	0	0	0	0	0	6
Laborers and Helpers	8	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	10	0	0	18	1	0	0	0	5	0	0	0	0	24
GRAND TOTAL	0	0	21	1	0	0	0	0	6	0	0	0	0	28

Springfield Electric Supply
700 N. 9th St.
PO Box 4106
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Custom History Report

By Employee

From 04-18-15 to 04-16-16

Name	EEO / Veteran: EEO Ethnic Origin	EEO / Veteran: EEO-1 Job Category	Employment: Termination Date
Addington, Jennifer B.	White	Administrative Support W...	08-14-15
Baker, Nikki L.	White	Executive/Senior Level Off...	06-26-15
Baun, Alan K.	White	Executive/Senior Level Off...	12-31-15
Bennett, Billy F.	White	Sales Workers	12-31-15
Bonner, Demetrius L.	Black or African American	Operatives	01-15-16
Carter, Michelle D.	White	Administrative Support W...	04-29-15
Coffer, Jason A.	White	Sales Workers	08-19-15
Epley, Richard P.	White	Sales Workers	12-31-15
Gautley, Sheryl S.	White	Sales Workers	10-31-15
Harris, Bryan R.	White	Sales Workers	03-19-16
Honings, Henry A.	White	First/Mid-Level Officials a...	12-31-15
Jones, Brian P.	White	Operatives	05-01-15
Kennedy, John W.	White	First/Mid-Level Officials a...	04-01-16
Langford, Jarrell M.	Black or African American	Operatives	02-20-16
Mamusharov, Michael	White	Sales Workers	02-16-16
Pfeiferling, Scott A.	White	Sales Workers	04-24-15
Schaljo, John R.	White	Sales Workers	01-19-16
Schwass, Rory K.	Two or More Races	Operatives	08-25-15
Smith, Raymond L.	White	Sales Workers	11-16-15
Swartz, Richard D.	White	Operatives	09-18-15
Turner, Larry J.	White	Operatives	02-16-16
Warner, Lindsay	White	Administrative Support W...	07-01-15
Williamson, Susan L.	White	First/Mid-Level Officials a...	02-01-16

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Custom History Report

By Employee

From 04-18-15 to 04-16-16

Name	EEO / Veteran: EEO Ethnic Origin	EEO / Veteran: EEO-1 Job Category	Employment: Hire Date
Addington, Jennifer B.	White	Administrative Support W...	06-15-15
Baker IV, Warren L.	White	Sales Workers	08-24-15
Bauer Jr., William L.	White	Sales Workers	08-17-15
Bonner, Demetrius L.	Black or African American	Operatives	05-12-15
Brown, Stefan O.	Black or African American	Operatives	09-28-15
Coffey, Jason A.	White	Sales Workers	08-17-15
Crenshaw, Daniel Q.	White	Operatives	06-22-15
Dawkins, Joseph C.	White	Administrative Support W...	06-30-15
DeWitt, Brian K.	White	Operatives	03-09-16
Epling, Frederick M.	Black or African American	Operatives	12-28-15
Evans, Denise A.	White	Sales Workers	09-14-15
Hannah, Cody T.	White	Operatives	02-22-16
Harnden, Kimberly A.	White	Administrative Support W...	08-03-15
Harrod, Seth M.	White	Sales Workers	12-29-15
Hattan, Casey J.	White	Operatives	03-14-16
Helton, Misty L.	White	Sales Workers	09-08-15
Henson, Jeremy D.	Two or More Races	Operatives	02-08-16
Lott, Clayton C.	White	Sales Workers	11-30-15
Middleton, Jeffrey	White	Sales Workers	06-01-15
Page, Geri J.	White	Operatives	05-18-15
Parks, Richard K.	White	Sales Workers	06-29-15
Peterson, Tammy	White	Administrative Support W...	05-20-15
Powell, Dennis G.	White	Operatives	02-29-16
Rogers, Donald S.	White	Operatives	01-11-16
Roitamel, Jacob D.	White	Operatives	02-03-16
Schnur, Cameron	White	Operatives	06-01-15
Schnaufnagl, Carly J.	White	Sales Workers	12-07-15
Smith, Jared T.	White	Operatives	10-16-15
Smith, Jason	White	Sales Workers	01-25-16
Swartz, Richard D.	White	Operatives	08-19-15
Thorman, Jeremy S.	White	Operatives	01-11-16
Turner, Larry J.	White	Operatives	10-26-15
Ure, Austin D.	White	Operatives	07-20-15
Warner, Lindsay	White	Administrative Support W...	05-12-15

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Custom History Report
By Employee

From 04-18-15 to 04-16-16

Name	EEO / Veteran:	EEO / Veteran:	Employment:
	EEO Ethnic Origin	EEO-1 Job Category	Hire Date
Wheeler, Julia L.	White	Administrative Support W...	08-10-15