

<b>CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.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: Baker Tilly Virchow Krause, LLP

d/b/a:

Address: 205 North Michigan Ave.

City/State/Zip: Chicago, IL 60601

Telephone Number(s) include area code: 612-876-4519

Check one of the following

Corporation	Partnership	<input checked="" type="checkbox"/>	Individual Proprietorship	Limited Liability Corp.
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FEI Number: 39-0859910

Social Security Number:

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

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service): Accounting and Consulting**

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

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

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	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.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Name: Mary Goldy                      Title: Director, HR Operations                      Telephone: 612-876-4519                      Email: Mary.goldy@bakertilly.com                 </div>	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, 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?		N/A
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>	X	



**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	2							
Professionals	1	2						
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

\*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 EED 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	161	90	14	13	86	54	12	10
Professionals	221	189	42	36	279	234	48	47
Technicians								
Sales Workers								
Office & Clerical	4	73	3	18	11	71	6	12
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>386</b>	<b>352</b>	<b>59</b>	<b>67</b>	<b>376</b>	<b>359</b>	<b>66</b>	<b>69</b>

## 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).

**Mary Goldy**

Digitally signed by Mary Goldy  
DN: cn=Mary Goldy, o=Baker Tilly Virchow Krause,  
c=US, email=mary.goldy@bakertilly.com, ou=US  
Date: 2017.09.06 08:30:44 -0500

Signature

Mary Goldy, Director of HR Operations

Printed Name and Title

Mary.Goldy@bakertilly.com

E-mail Address

9/6/2017

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

NO

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

YES

NO

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

YES

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 of 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 of 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, layers, 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. Include: 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.

## **2.1 Anti-Harassment/Hostile Work Environment and Complaint Process**

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Harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contact or solicitation of favors which is based upon the equal employment criteria and is used as a condition of employment, interferes with work performance, or creates an intimidating, hostile or offensive working environment. Harassment is illegal if it is based upon sex, age, disability, race, national origin, religion, sexual orientation, or other prohibited basis which is not job-related. Sexual harassment is defined by the Equal Employment Opportunity Commission as follows: "Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment." Sexual harassment also includes same-sex harassment. Discrimination and harassment absolutely will not be tolerated. Harassment undermines the rights and dignity of individual employees, infringes upon mutual respect in working relationships and causes serious harm to the productivity, efficiency and stability of our operations.

### **Complaint Process**

An employee who feels s/he is being harassed by employee or client is encouraged to inform the offending person that his/her conduct is unwelcome and should stop immediately. Further, s/he should report said harassment to any manager, partner and/or regional managing partner (RMP). The immediate supervisor or RMP will communicate with Human Resources that there is a harassment complaint and detail the nature of the complaint. If the employee is uncomfortable or unable to discuss their complaint with the immediate supervisor and/or RMP, s/he should address the complaint directly to Human Resources.

### **Investigation Process**

A thorough investigation conducted by Human Resources will follow ANY complaint of harassment. The investigation will include: interviews of the affected employee and the alleged harasser, as well as interviews of any relevant witnesses, including those chosen by the affected employee and the alleged harasser. Management and Human Resources will make every effort to keep the complaint confidential; however, it may be necessary to share information with other appropriate employees as part of the investigation. After the investigation has concluded, Human Resources will contact the complainant to discuss outcome(s) and next steps to close out the investigation process.

### **Prompt Action**

If the investigation reveals that harassment did occur, Baker Tilly will implement prompt and appropriate corrective action. What type of action constitutes appropriate action will be determined on a case-by-case basis. However, employees are advised that harassment of any type may lead to termination of employment with Baker Tilly.

### **Retaliation**

Retaliation against employees who make a complaint or report will not be tolerated. Retaliation against any employee who, in good faith, reports a concern is prohibited and will be thoroughly investigated. Any person who believes they have been retaliated or

discriminated against in violation of this policy should contact Human Resources immediately.



# INVOICE

Monique James

moniquejames1979@gmail.com

Invoice #: 0924  
Invoice Date: Sep 19, 2017  
Due date: Sep 19, 2017

Amount due:  
**\$244.00**

Description	Quantity	Price	Amount
Chicken Legs	1	\$10.00	\$10.00
Chicken Thighs	1	\$10.00	\$10.00
Mac & Cheese	1	\$20.00	\$20.00
Green Beans	1	\$6.00	\$6.00
Baked Beans	1	\$9.00	\$9.00
Buns	4	\$3.00	\$12.00
Hinkles	1	\$20.00	\$20.00
Hamburgers	1	\$17.00	\$17.00
Hotdogs	1	\$10.00	\$10.00
Soda	2	\$6.00	\$12.00
Water	2	\$4.00	\$8.00
Paper Plates	1	\$15.00	\$15.00
Flat Ware	1	\$15.00	\$15.00
Peach Cobbler	1	\$25.00	\$25.00
Chips	1	\$15.00	\$15.00
Napkins	1	\$5.00	\$5.00
Pans	1	\$20.00	\$20.00
lids	1	\$15.00	\$15.00
		Subtotal	\$244.00
		<b>Total</b>	<b>\$244.00 USD</b>

## **Equal Employment Opportunity / Affirmative Action Policy**

It is the policy of Baker Tilly Virchow Krause, LLP not to discriminate against or harass any employee or applicant for employment because of age, race, citizenship status, national origin, ancestry, height, weight, color, religion, creed, sex, sexual orientation, marital status, arrest and conviction record, physical and mental disability, handicap, pregnancy, childbirth, genetic information, honesty testing, membership in a local human rights commission, status with regard to public assistance, military service, unfavorable discharge from military service, use or nonuse of lawful products off the employer's premises during nonworking hours and any other classification proscribed under local, state or federal law.

The firm will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: recruitment, recruitment advertising, selection, hiring, promotion, demotion, transfer, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The firm will provide reasonable accommodation to applicants and employees with disabilities.

Mary Goldy, Sr. Manager HR Operations, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing the Affirmative Action Plan as well as for day-to-day monitoring of affirmative action related decisions and activities. Other responsibilities include monitoring all equal employment opportunity activities and reporting the effectiveness of the Affirmative Action Plan, as required by federal, state and local agencies. The Equal Employment Opportunity Officer will receive and review reports on the progress of the plan. Any employee or applicant may inspect the Affirmative Action Plan during normal business hours by contacting the Equal Employment Opportunity Officer.

All employees who are responsible for hiring and promoting and for the development and implementation of programs or activities are charged with supporting this plan. They shall provide leadership in implementing affirmative action goals and initiatives.

The firm will evaluate the performance of management and supervisory employees on the basis of their involvement in achieving these affirmative action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, he or she should contact Mary Goldy or any other representative of management. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and the firm will take appropriate action in response to these investigations.

Baker Tilly Virchow Krause, LLP shall comply with all federal state and local regulations and laws relating to equal employment opportunities and affirmative action. The firm shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

## **Dissemination of Equal Employment Opportunity / Affirmative Action Policy and Affirmative Action Plan**

### Internal Dissemination

1. Our policy statement and non-discrimination posters are permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
2. Our EEO/AA policy statement is communicated to our employees in the same manner that other major personnel policies or decisions are communicated.
3. Our EEO/AA policy is included in our employee handbook.
4. Our EEO/AA policy is made available to all employees, including full-time, part-time and seasonal/temporary employees.
5. We review our EEO/AA policy at least once a year.

### External Dissemination

1. As needed, we notify all subcontractors, vendors, and suppliers of our EEO/AA policy and project goals, requiring supporting action on their part.
2. We notify all recruitment sources and employment agencies of our EEO/AA policy, and we encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
3. We include the statement "Equal Opportunity Employer" or "Affirmative Action Employer" on our firm's recruitment/careers website.