

<p align="center"> <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@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: Koenig Body and Equipment, Inc.

d/b/a:

Address: 2428 W. Farmington Rd

City/State/Zip: Peoria, IL 61604

Telephone Number(s) include area code: 309-673-7435

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

FEI Number: 37-1105302

Social Security Number:

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

Name: Mark Koenig

Address: 2428 W. Farmington Rd

City/State/Zip: Peoria, IL 61604

**3. Major activity of your company (product or service):** Truck equipment & Access.

**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. Name: <u>Christy Schell</u> Title: <u>Office Manager</u> Telephone: <u>309-673-7435</u> Email: <u>Christy@Koenigbody.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, 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?	N/A	
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? <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	

## 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	1	2	1	2								
Professionals	7	1	6	1							1	
Technicians	1		1									
Sales Workers	4		4									
Office & Clerical	1	2	1	1		1						
Craft Workers (Skilled)	4		4									
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>18</b>	<b>5</b>	<b>17</b>	<b>4</b>		<b>1</b>					<b>1</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:** 4-23-18



## 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).

Christy M Schell  
Signature

Christy M Schell, Office Manager  
Printed Name and Title

Christy@Koenigbody.com  
E-mail Address

4-23-18  
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 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.

**KOENIG BODY & EQUIPMENT, INC.  
EMPLOYEE POLICY MANUAL**

**(Effective September 1, 2015)**

**I. EMPLOYMENT POLICIES**

**A. ABOUT THIS HANDBOOK**

The policies and procedures in this manual are not intended to be contractual commitments on the part of Koenig Body & Equipment, Inc. They are merely intended to serve as guidelines and are descriptive of suggested procedures to be followed. Koenig Body & Equipment, Inc. reserves the right to revoke, change, amend, or supplement these policies and procedures, and the benefits provided hereunder, at any time, with or without notice. No policy is intended as a guarantee of continued benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual. All employees are employed at will.

**B. AT WILL EMPLOYMENT**

Your employment with the Company is voluntarily entered into and you are free to terminate your employment at any time, with or without cause, and with or without notice. Similarly, the Company is free to terminate your employment at any time, with or without cause, and with or without notice. Our relationship is and always will be one of voluntary employment "at will." No representative of the Company, other than the CEO of the Company, has the authority to enter into an employment contract or to make any agreement inconsistent with your "at will" status. Any such agreement must be in writing and signed by you and the CEO. No one has the authority to make any verbal statement of any kind that is legally binding on the Company that is inconsistent with your "at will" status.

Guidance and support do not begin and end with this handbook. If you have any questions or concerns related to your employment, please contact your immediate supervisor or the CEO of the Company.

**C. EQUAL OPPORTUNITY POLICY**

The Company is committed to providing equal opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, pregnancy, genetic information, age, order of protection status, marital status, physical or mental disability, military status, status as a veteran, sexual orientation or any other protected category, in accordance with all applicable federal, state, and local laws. This policy applies to all terms and conditions of

employment, including, but not limited to, hiring, placement, promotion, discharge, layoff, recall, transfer, leaves of absence, benefits, compensation, and training.

Koenig Body & Equipment, Inc. has adopted an Affirmative Action policy which essentially means that the Company will aggressively seek out, hire, develop, and promote qualified members of legally protected groups (such as racial minorities, women, physically or mentally handicapped, disabled veterans, veterans of the Vietnam era, and persons age 40 and over.)



## **K. SELECTION, RECRUITMENT, AND HIRING**

Koenig Body & Equipment, Inc. reserves the right to determine, in its sole discretion, how it will select employees for hire, promotion, and/or layoff, which will be based on the current business needs of the Company and may include considerations such as demonstrated ability, skill set, experience, training, service time, performance, attendance record, disciplinary history, and/or an employee's potential. Qualified persons are selected without prejudice or discrimination as stated in the Company's Equal Opportunity and Affirmative Action policies.

Koenig Body & Equipment, Inc. provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. As positions become available within the Company, management will determine the availability of qualified candidates from within the Company. However, the Company has no obligation to hire or promote from within, and it is the Company's policy to hire the best candidate for the job in management's sole discretion, depending on the totality of the circumstances. Recruitment may be conducted through schools, employment agencies, and Company advertising.

The Company observes all requirements under applicable law, including the obligation to accommodate qualified individuals with disabilities. If an employee or applicant needs an accommodation to permit him or her to complete the application process or to perform the essential functions of the job, the individual should notify the Company's CEO or your immediate supervisor.

## IV. EMPLOYEE DUTIES AND CONDUCT

### A. ANTI-HARASSMENT POLICY

Koenig Body & Equipment, Inc. is committed to providing a work environment free of unlawful discrimination and harassment. Discrimination or harassment of any kind based on race, color, religion, sex, national origin, ancestry, pregnancy, genetic information, age, order of protection status, marital status, physical or mental disability, military status, status as a veteran, sexual orientation or any other protected category, is illegal under state and federal law, and is absolutely prohibited.

Sexual harassment is, of course, one of the types of harassment that will not be tolerated. Sexual harassment includes 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.

Conduct which may be considered to be sexual harassment includes:

Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual: Posters, signs, pin-ups, calendars, pictures, or slogans of a sexual nature.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

All persons are also entitled to work in an environment free from other forms of unlawful and/or discriminatory harassment. Racial, ethnic, or religious slurs, or other verbal or physical conduct relating to an individual's race, color, religion, sex, national origin, ancestry, pregnancy, genetic

information, age, order of protection status, marital status, physical or mental disability, military status, status as a veteran, sexual orientation or any other protected category may constitute discriminatory harassment when this conduct interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

If an employee or person believes that he or she is being subjected to sexual or other discriminatory harassment, this information should promptly be reported to your immediate supervisor or Company President. Such conduct must be reported whether it occurs on or off Company premises, during or outside of work hours, and whether committed by a Company employee or by a person the employee encounters as part of his or her employment by Koenig Body & Equipment, Inc., such as a salesperson or other vendor.

Any supervisor who receives any report or complaint of harassment, whether formal or informal, must immediately make a full report to the Company President, even if the employee or person has asked that no action be taken on the report or complaint.

All complaints of sexual or other harassment will be thoroughly investigated. Violations of this policy are serious and may result in disciplinary action up to and including termination of employment.

The Company will endeavor to maintain confidentiality with respect to any complaints and the investigation thereof to the degree that can be maintained while the Company conducts a thorough investigation. However, to enable the Company to do so, each employee and person involved in the investigation must maintain the confidentiality of any interviews, questions, or other related matters.

Any employee or person who has been found to have engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Any supervisory employee who fails to take appropriate action when sexual harassment is brought to their attention will also be subject to disciplinary action, up to and including termination of employment.

Employees and persons can raise concerns and make good faith reports of sexual or other harassment without fear of reprisal. The Company will not retaliate against any employee or person for making a good faith complaint of sexual harassment or for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission, or Equal Employment Opportunity Commission. Retaliation by any person against a person making such a report or participating in an investigation is absolutely prohibited and will result in disciplinary action.

A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights  
222 South College, Floor 1  
Springfield, IL 62704  
(217) 785-5100  
(217) 785-5119 TDD

Illinois Department of Human Rights  
100 W. Randolph Street, Suite 10-100  
James R. Thompson Center  
Chicago, IL 60601  
(312) 814-6200  
(312) 263-1579 TDD

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission  
404 Stratton Office Building  
Springfield, IL 62706  
(217) 785-4350  
(217) 785-5119 TDD

Illinois Human Rights Commission  
100 W. Randolph Street, Suite 5-100  
James R. Thompson Center  
Chicago, IL 60601  
(312) 814-6269  
(312) 263-1579 TDD

The Company recognizes that the question of whether a particular action or incident constitutes sexual harassment requires a factual determination on a case-by-case basis. False or mistaken accusations of sexual harassment or misperception of the actions of others, may seriously affect innocent employees. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can result in disciplinary action. The Company therefore hopes that all employees will continue to act in a mature and responsible fashion, to establish a pleasant and proper working environment, free of sexual or other harassment.

#### **B. ABSENTEEISM AND TARDINESS**

Your absence, including reporting late or quitting early, means less service to our customers and additional workloads for other personnel. As such, regular attendance is an essential function of each employee's job. Perfect attendance and punctuality are the goal. The Company expects you

AFFIRMATIVE ACTION PLAN  
FOR  
KOENIG BODY and EQUIPMENT, INC.

This is to state that it is the policy of Koenig Body and Equipment, Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws. Koenig Body and Equipment, Inc. also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training, upgrading, promoting and disciplining without discrimination on the basis of race, color, religion, national origin, sex, age, marital status, handicap, sexual preference or political affiliation. Koenig Body and Equipment, Inc. has developed procedures to assure this policy is understood and carried out by managerial administrative and supervisory personnel. Koenig Body and Equipment, Inc. will utilize applicants for any job vacancies.

**Assignment of Responsibility:** Koenig Body and Equipment, Inc. has undertaken a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's Affirmative Action Program is Christy Schell.

**Procedures for Dissemination of Policy:** A copy of this statement is posted in the main office at Koenig Body and Equipment, Inc. and will be given to any employee, vendor or subcontractor.

**Utilization Analysis:** Koenig Body and Equipment, Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Koenig Body and Equipment Inc. will attempt to recruit in a 50 mile radius encompassing nearby cities in an effort to attract qualified minorities.

**Goals and Timetables:** Koenig Body and Equipment, Inc. will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

**System for Monitoring Compliance and Recruitment of Workforce:** When adding new employees Koenig Body and Equipment, Inc. policy is to utilize qualified minorities and females. If one is not available any qualified help is then used. If normal employment sources do not provide these goals, other sources will be used. Koenig Body and Equipment, Inc. supports EEO programs.

**System of Records and Annual Summary:** Koenig Body and Equipment, Inc. will monitor applicant data, employees' records and job descriptions to assist in its affirmative action efforts.

Sincerely,

  
\_\_\_\_\_  
Equal Employment Officer

4-23-18  
\_\_\_\_\_  
Date