



September 7, 2017

City of Urbana  
Human Relations Division  
400 South Vine St.  
Urbana, IL 61801

Re: Equal Employment Opportunity (E.E.O) Workforce Statistics Form

To Whom It May Concern,

Attached is our updated Equal Employment Opportunity (E.E.O) Workforce Statistics Form, EEO statement and policy prohibiting Sexual Harassment. If you have any questions, please don't hesitate to contact me at (312) 466-8259.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jon B. Howaniec".

Jon B. Howaniec  
HR Director  
Clark Dietz, Inc.

<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>	
	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: Clark Dietz, Inc.

d/b/a:

Address: 125 W Church Street

City/State/Zip: Champaign, IL 61820-3510

Telephone Number(s) include area code: 217-373-8900

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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FEI Number: 37-1212051

Social Security Number:

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

Name: John I. Boldt, PE

Address: 625 57th Street, Floor 6

City/State/Zip Kenosha, WI 53140

#### 3. Major activity of your company (product or service): Consulting Engineers

#### 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>Jon B. Howaniec</u> Title: <u>HR Director</u> Telephone: <u>312-466-8259</u> Email: <u>jon.hovaniec@clarkdietz.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. <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?		
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	9	5	9	5								
Professionals	47	10	39	8	4		1	1	3	1		
Technicians	22	1	21	1					1			
Sales Workers	2	2	2	2								
Office & Clerical		7		6		1						
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>	<b>80</b>	<b>25</b>	<b>71</b>	<b>22</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</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.												
<b>Date of above Data:</b> <u>09/07/2017</u>												



**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	1	1						
Professionals	10	3	1					1
Technicians	11							
Sales Workers								
Office & Clerical		3						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>22</b>	<b>7</b>	<b>1</b>					<b>1</b>

\*Totals included in Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

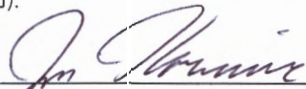
**For Contractors: Data provided in Table B will be verified by worksite inspections.**

**TABLE C - WORKFORCE TURNOVER SINCE PREVIOUS 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		1						
Professionals	6	2						
Technicians	1							
Sales Workers	1							
Office & Clerical		2						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>	<b>8</b>	<b>5</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).

  
Signature

Jon B. Howaniec, HR Director  
Printed Name and Title

jon.howaniec@clarkdietz.com  
E-mail Address

09/07/2017  
Date

## SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the 'TOTAL' row?

YES X

NO \_\_\_\_\_

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

YES X

NO \_\_\_\_\_

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

YES X

NO \_\_\_\_\_



# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black or African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the 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.





January 2017

## EQUAL EMPLOYMENT OPPORTUNITY

Clark Dietz, Inc. is an equal opportunity employer, and it is the policy of this company that all applicants and employees are entitled to equal employment opportunity. The company will not discriminate against any employee or applicant for employment because of race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, disability, veteran status or any other classifications protected by federal, state or local laws. As part of this policy, the company will (1) recruit, hire and train all applicants and employees in all job titles without regard to their race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, disability, veteran status or any other classifications protected by federal, state or local laws (2) base employment decisions on the principle of furthering equal employment opportunity; (3) promote employees based upon job performance; and (4) insure that all personnel actions, such as hiring, probation, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreation programs, employee facilities, termination, and retirement will be administered without regard to race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, disability, veteran status or any other classifications protected by federal, state or local laws.

Each job applicant, and all present employees, will receive fair and equitable consideration in all matters pertaining to employment. Applicants will be considered for employment based upon criteria related to the job they will be expected to perform. Employees will receive equal treatment in the conditions and privileges of employment.

Mr. Jon B. Howaniec, Director of Human Resources, has the overall responsibility to insure that Clark Dietz, Inc. is in compliance with this policy. Through both the establishment of and implementation of the company's personnel policies, Mr. Howaniec is directly responsible to me.

Clark Dietz, Inc. is committed to ensure non-discrimination at all levels within the organization. Management and supervisors are charged with the responsibility for carrying out the provisions of the plan. The cooperation and commitment of every employee is necessary in achieving effective and meaningful equal employment opportunity in every respect for all employees.

Equal employment opportunity is a sound and just policy to which Clark Dietz, Inc is firmly bound.

John I. Boldt, P.E.  
President & CEO



## **SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT**

The company believes that every one of its employees has the right to be free from all forms of illegal harassment or intimidation such as harassment and intimidation based on race, color, religion, physical or mental handicaps, gender, sexual orientation, marital status, national origin, age or veterans status.

### **OVERVIEW**

Sexual harassment is behavior of a sexual nature made by a person who knows, or reasonably should know, that such behavior is unwanted or offensive. Sexual harassment can involve males or females being harassed by members of either sex.

Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples may include (but are not limited to):

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request; or denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request.
- Engaging in physical contact or touching another employee in a way that is unwelcome.
- Making sexually suggestive verbal remarks or engaging in conversation that is sexually suggestive or may be deemed to be inappropriate.
- Displaying, storing, or transmitting pornographic or sexually oriented materials.
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.
- Creating or contributing to an offensive environment, including the use of vulgar language, displaying sexually suggestive images or telling sexual stories or jokes.

Sexual harassment can be physical and/or psychological in nature. A series of incidents can constitute sexual harassment even if one of the incidents considered on its own may not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on company premises and whether or not the incidents occur during working hours.

### **REPORTING PROCEDURE**

If an employee believes that he/she has been subject to or witnessed sexual harassment or any other forms of harassment or intimidation described above they should:

- Inform the other party that their conduct is un-welcome and request it to stop.
- Report the incident to their Manager or an Officer of the Company.
- Document the incident in writing and provide specific details as to what occurred, when and where it occurred and who was involved, including any witnesses.
- Provide written documentation to the HR Director.

All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures may be considered evidence of a vexatious intent on the part of the accuser. If an employee is made aware of another employee being harassed, this should also be reported immediately.

All reports of sexual harassment will be thoroughly investigated. Investigations will be conducted confidentially. During the course of an investigation information will be revealed strictly on a need-to-know basis. No retaliatory action will be taken against any employee who uses or participates in this complaint procedure.

Employees who violate this policy are subject to corrective action up to and including immediate termination.

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Employee's Signature

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Date

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Employee's Name (Print)

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Clark Dietz, Inc.