

<b>CITY OF URBANA HUMAN          RELATIONS DIVISION          400 SOUTH VINE ST.          URBANA, ILLINOIS 61801          (217) 384-2455 (phone); 328-8288 (fax)          hrc@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 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: KINNEY CONTRACTORS INC

d/b/a:

Address: 19342 E FRONTAGE RD

City/State/Zip: RAYMOND IL 62560

Telephone Number(s) include area code: 217 229 3322

Check one of the following

Corporation  Partnership  Individual Proprietorship  Limited Liability Corp.

FEI Number: 371179308 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):** GENERAL CONSTRUCTION

**4. Project on which your company is bidding:** 2018 FULL DEPTH CONC PATCHING

**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 <u>the name and title of the official charged with this responsibility.</u> Name: <u>NANCY DAVENPORT</u> Title: <u>CEO OFFICER</u> Telephone: <u>217 225 3322</u> Email: <u>Kinney@roadbuilder.net</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. <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>	✓	
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>	✓	
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? <b>(If yes, please complete Table B.)</b>	✓	
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</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).

Nancy Davenport  
Signature

Nancy Davenport EEO OFFICER  
Printed Name and Title

Kinney@roadbuilder.net  
E-mail Address

5.16.18  
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  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, lawyers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. 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, stavedores, 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

19342 E. Frontage Road  
Raymond, IL 62560  
Tel: 217-229-3322  
Fax: 217-229-3609



4765 Industrial Dr.  
Springfield, IL 62703  
Tel: 217-679-0818  
Fax: 217-679-2679

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The employment policies and practices of Kinney Contractors, Inc. are to recruit and hire employees without discrimination because of race, creed, color, sex, handicap or national origin and to treat them equally with respect to compensation and opportunities for advancement, promotion and transfer.

This company submits this policy to assure compliance with The Civil Rights Act of 1964, Executive Orders 11246, 11375, the Illinois Fair Employment Practices Act and other subsequent orders or legislation that may pertain to equal employment opportunity.

This company agrees to assert leadership within the community and to put forth maximum efforts to utilize the capabilities and productivity of our citizens without regard to race, creed, color, sex, handicap or national origin.

We recognize that the effective application of a policy of equal employment opportunity involves more than just a policy statement and will, therefore undertake a program of affirmative action to make equal employment opportunity available on the basis of individual merit and encourage all persons to seek employment and advancement on this basis.

A handwritten signature in cursive script that reads "Nancy Davenport".

Nancy Davenport  
EEO Officer

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To: All Company Supervisors and Field Personnel

Please be advised that all employees of this company will adhere to the following Equal Employment Opportunity Policy:

1. KINNEY CONTRACTORS, INC will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin.
2. KINNEY CONTRACTORS, INC will, in all solicitations or advertisements for employees placed by or on behalf of this company, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color or national origin.
3. KINNEY CONTRACTORS, INC will review qualifications of minority and female group employees for promotions and upgrading.
4. KINNEY CONTRACTORS INC will review Equal Employment Opportunity policies at all supervisor meetings and run periodic compliance checks.
5. KINNEY CONTRACTORS INC will seek minority and female group applicants for all apprenticeship programs in which it is involved, and will use as many apprentices on all of its construction work as the level of the work needs allow in accordance with its agreement with labor organizations.

It is the asserted policy of this company to achieve equal employment opportunity for all of employees and prospective employees. We will act positively by issuing instructions, maintaining vigilant supervision over employment practices, see to it that communication channels are open and plan to review our performance to assure compliance with our goal of equal employment opportunity.

A handwritten signature in cursive script that reads "Nancy Davenport".

Nancy Davenport  
EEO Officer



# KINNEY CONTRACTORS, INC. POLICY ON SEXUAL HARASSMENT

## RIGHTS & RESPONSIBILITIES

It is the responsibility of each individual employee to refrain from sexual harassment, and, it is the right of each individual employee to work in an environment free from sexual harassment.

## DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

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.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

## EXAMPLES OF SEXUAL HARASSMENT

- ❖ One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors.
- ❖ Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.
- ❖ Other conduct commonly considered to be sexual harassment includes:
  - ❖ Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests or dates, or statement 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 or slogans of a sexual nature.
  - ❖ Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

## SEXUAL VS OVERT SEXUAL HARASSMENT

The most severe and overt forms of sexual harassment are easier to determine. Some sexual harassment, however, is subtler and depends to some extent on individual perception and interpretation.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart", is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

- “That’s an attractive dress you have on.”
- “That’s an attractive dress. It really looks good on you.”
- “That’s an attractive dress. You really fill it out well.”

The first statement is simply a compliment. The last is the most likely to be perceived as sexual harassment.

#### RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Every employee has the responsibility to refrain from sexual harassment in the workplace.

Any employee who sexually harasses a fellow worker will be held liable for his or her individual conduct, and will be subject to disciplinary action up to including discharge.

#### RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

This company as well as our supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (as a subcontractors, sales representative, or repair person).

Supervisors must act quickly and responsibly to correct such behavior so as to minimize company liability as well as their own personal liability.

Specifically, supervisors must address any observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Supervisors must also ensure that no retaliation will result against an employee making a sexual harassment complaint.

Our company’s Equal Employment Opportunity (EEO) Officer (Nancy Davenport) is available to consult with supervisors on the proper procedures to follow.

#### PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with this incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, EEO Officer and offending employee. It is not necessary for sexual harassment to be directed at the person making a complaint.

If an incident of sexual harassment occurs or is observed, the company suggests documenting or recording each incident as to what was said or done, the date, the time and the place. Written records such as letters, notes, memos, and telephone messages can strengthen documentation.

The process for making a complaint about sexual harassment falls into several stages.

- ❖ **Direct Communication.** If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- ❖ **Contact with Supervisory Personnel.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor, the problem should be reported to the next level of supervision or the EEO Officer.
- ❖ **Formal Written Complaint.** An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The company will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- ❖ **Resolution Outside the Company.** It is hoped that most sexual harassment complaints and incidents can be resolved within our Company. However an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A charge with the IDHR must be filed within 180 days of the incident of sexual harassment. A charge with the EEOC must be filed within 300 days of the incident.

The Illinois Department of Human Rights can be contacted as follows:

Springfield	(217) 785-5100
Springfield	TDD (217) 785-5125

The U.S. Equal Employment Opportunity Commission can be contacted as follows:

1801 L. Street N.W. Washington DC 20507	
Toll free	(800) 669-4000
Toll free	TDD (800) 800-3302

#### RETALIATION

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

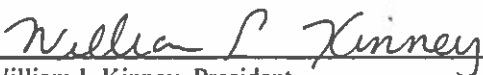
An employee, after filing a complaint with IDHR or EEOC, may file a retaliation charge within 180 days (IDHR) or 300 days (EEOC) or the alleged retaliation.

#### FALSE AND FRIVOLOUS COMPLAINTS

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

Company EEO Officer

Nancy Davenport  
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\_\_\_\_\_  
William L Kinney, President  
Kinney Contractors, Inc.