

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us </p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification	
	Date:	
Certificate Expiration Date:		

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: Hanson Professional Services Inc.

d/b/a: n/a

Address: 1525 South Sixth Street

City/State/Zip: Springfield, IL 62704

Telephone Number(s) include area code: (217) 747-9227

Check one of the following

Corporation Partnership Individual Proprietorship Limited Liability Corp.

FEI Number: 37-0844717 Social Security Number: n/a

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

Name: same as above

Address:

City/State/Zip

3. Major activity of your company (product or service): Engineering Services

4. Project on which your company is bidding: Olympian Dr. North Lincoln Ave. Windsor Rd.

5. City of Urbana contact staff assigned to contract: Bill Gray, Craig Shonwiler

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 ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>Mina Biggs</u> Title: <u>VP Human Resources</u> Telephone: <u>217-747-9207</u> Email: <u>mbiggs@hanson-inc.com</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I.	Does the company have collective bargaining agreements with labor organizations ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs	4	1						
Professionals	1	2						
Technicians	1							
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	6	3						

*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	7	1	2		10	1	1	
Professionals	22	3	4	1	28	10	8	4
Technicians	8		2		6		1	
Sales Workers								
Office & Clerical	7	11	5	2	9	5	1	
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	44	15	13	3	53	16	11	4

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).



Signature

Rob Ardoin, HR Manager

Printed Name and Title

rardoin@hanson-inc.com

E-mail Address

4/9/2018

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.



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. Neither the Vendor nor any of its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.

2. Neither the Vendor nor any of its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.

3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.

4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.

5. *Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:*

A. The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.

B. The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.

6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.

7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101*et seq.*, including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the City and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 et seq.

11. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the City upon request. If a subcontractor is or becomes ineligible for a contract with the City, the Vendor promptly shall terminate its subcontract upon the City's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein.

The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the City in writing.

Vendor: Hanson Professional Services Inc.
By: *RA*
Printed name: Rob Ardoin
Title: HR Manager
Date: 4/11/2018

State of Illinois

County of Sangamon

Signed and sworn (or affirmed) to before me on 4/11/2018 (date)

by Elizabeth A. Kohl (name of person making statement).

(seal)



Elizabeth A. Kohl
Signature of notary public



**Hanson Professional Services, Inc.
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of Hanson Professional Services, Inc. not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, or national origin or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of Hanson Professional Services, Inc. to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; (3) Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part.

As President and CEO of Hanson Professional Services, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Mina Biggs as the EEO Officer for Hanson Professional Services, Inc. One of the EEO Officer's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Hanson Professional Services, Inc.'s programs.

In furtherance of Hanson Professional Services, Inc.'s policy regarding Affirmative Action and Equal Employment Opportunity, Hanson Professional Services, Inc. has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Hanson Professional Services, Inc. is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request between 8:00 am to 5:00 pm at the Human Resources department. Any questions should be directed to me, your supervisor, or Mina Biggs, EEO Officer.



Sergio A. Pecori
President & CEO

January 1, 2017
Date

5.19 Harassment

5.19.1 General Policy

It is the policy of Hanson Professional Services Inc. that all of our employees should be able to enjoy a work environment free of discrimination and harassment.

Harassment is any unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status such as gender, color, race, ancestry, religion, natural origin, age, sexual orientation or assumed sexual orientation, physical or mental disability, or marital or veteran status. Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at, or made in the presence of, a member or members of the opposite sex, or members of a racial, ethnic, or minority group.

Harassment also refers to behavior which is personally offensive, impairs morale, and interferes with the work effectiveness of employees. Any harassment of employees by other employees will not be permitted, regardless of their working relationship.

Managers are responsible for ensuring that employees are safe from harassment by anyone, including co-workers, vendors, clients, and customers. Hanson will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

If an employee believes he or she is being harassed or discriminated against, for any reason except sexual harassment, he or she may use the Grievance Procedure described in Section 5.20 in this Manual. The procedure covering sexual harassment is contained in the following articles.

5.19.2 Sexual Harassment

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

5.19.2a 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:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 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.

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 compositions, 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, slogans of a sexual nature, and viewing pornographic websites, and
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment can involve a man harassing a woman, a woman harassing a man, or between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man," depending on the gender of the alleged victim.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as "honey," "darling," and "sweetheart" may be objectionable to men or women.

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, and three statements that might be made about the appearance of a man 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."

or

- "Those are good looking slacks you have on."
- "Those are good looking slacks, they really look good on you."
- "Those are good looking slacks, you really fill them out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

5.19.2b Responsibility of Employee

Each employee has the responsibility to refrain from sexual harassment in the workplace. An employee who sexually harasses a fellow worker is, of course, liable for his or her conduct. The harassing employee will be subject to disciplinary action up to and including termination.

5.19.2c Responsibility of Management Personnel

Each manager 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.

The courts have found that organizations as well as managers can be held liable for damages related to sexual harassment by a manager, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the manager acting as an agent of the organization. As such, managers must act quickly and responsibly not only to minimize their own liability but also that of the Company. Specifically, a manager must address an observed incident of sexual harassment or a complaint with seriousness, and must take prompt action to investigate it, report it, end it, and implement appropriate disciplinary action while observing strict confidentiality. This also applies to cases where an employee tells the manager about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, managers must ensure that no retaliation will result against an employee making a sexual harassment complaint.

5.19.2d Procedures for Filing a Complaint

An employee who either observes or believes herself or himself to be the object of sexual harassment should address the incident(s) as directly and firmly as possible by clearly communicating her or his position to the offending employee and the Manager.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

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.

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

1. **Use direct communication.** If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express his or her 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.
2. **Make contact with management 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 employee's immediate Manager. If the harasser is the immediate Manager, the problem should be reported to the next level of Management.
3. **Make a formal written complaint.** An employee may also report incidents of sexual harassment in writing to management. The employee's Manager will be available to counsel the reporting employee and to assist with filing a formal complaint. The Company, as directed by the CEO, will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
4. **Seek Resolution Outside of the Company.** It is hoped that sexual harassment complaints and incidents can be resolved within the company. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the federal Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. If the employee wishes to contact the IDHR or the EEOC concerning a sexual harassment complaint, the employee should contact the Manager of Human Resources for assistance.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

5.19.2e 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 result in disciplinary action.

Anyone found to have engaged in any type of harassment shall be subject to discipline, up to and including termination.

AFFIRMATIVE ACTION PLAN

Hanson Professional Services Inc.

This is to state that it is the policy of Hanson Professional Services 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. Hanson Professional Services 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. Hanson Professional Services Inc. has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. Hanson Professional Services Inc. will utilize applicants for any job vacancies.

ASSIGNMENT OF RESPONSIBILITY: Hanson Professional Services 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: Mina Biggs.

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at Hanson Professional Services Inc. and will be given to any employee, vendor or subcontractor.

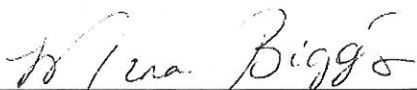
UTILIZATION ANALYSIS: Hanson Professional Services Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Hanson Professional Services Inc. will attempt to recruit in a 50-mile radius encompassing nearby cities in an effort to attract qualified minorities.

GOALS AND TIMETABLES: Hanson Professional Services 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, Hanson Professional Services Inc.'s 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. Hanson Professional Services Inc. supports EEO programs.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: Hanson Professional Services Inc. will monitor applicant data, employee records and job descriptions to assist in its affirmative action efforts.

Sincerely,



EQUAL EMPLOYMENT OFFICER
(Signature)

January 1, 2018

DATE