

<p style="text-align: center;"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@urbanaininois.us </p>	Office Use Only (05/13)	
	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: Applied Pavement Technology, Inc.

d/b/a:

Address: 115 W. Main St., Suite 400

City/State/Zip: Urbana, IL 61801

Telephone Number(s) include area code: 217-398-3977

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: 37-1337400

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): Civil Engineering

4. Project on which your company is bidding: Various street pavement investigations

5. City of Urbana contact staff assigned to contract: Craig Shonkwiler

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 ?	Yes	
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>Stephanie Slife</u> Title: <u>Human Resources Manager</u> Telephone: <u>217-398-3977</u> Email: <u>sslife@appliedpavement.com</u>	Yes	
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) 384-2466 or terent@city.urbana.il.us.	Yes	
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.	Yes	
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?	Yes	
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?	Yes	
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?	Yes	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		No
I.	Does the company have collective bargaining agreements with labor organizations?		NO
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?	N/A	
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		No
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	Yes	

SECTION III. Employment Information

Please complete the company work force 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 und 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	4	4	3	4			1					
Professionals	16	7	13	6				1	3			
Technicians	7		5		2							
Sales Workers												
Office & Clerical	2	6	2	5								1
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	29	17	23	15	2		1	1	3			1
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: <u>9/5/14</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							
Professionals	5						1	
Technicians	3		1					
Sales Workers								
Office & Clerical		2						
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	9	2	1				1	

*Totals included under 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					1		
Professionals	6	4	2		11	4	4	1
Technicians	4		1		8	1	2	
Sales Workers								
Office & Clerical		3			1	4		
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	11	7	3		20	10	6	1

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).

Stephanie Slife

Signature

Stephanie Slife, HR MGR 9/5/2014

Typed Name and Title

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

Harassment

The company is committed to providing a work environment that is free of harassment and discrimination. In keeping with this commitment, the company will not tolerate an employee's harassment of other employees or professional contacts on the basis of age, gender, race, color, national origin, religion, marital status, citizenship, disability, or sexual orientation. Harassment includes making derogatory remarks about such characteristics, making "jokes" regarding ethnicity or other social groups, and various other verbal, physical, and observable behaviors.

Sexual harassment is also prohibited. It should be clearly understood by all employees that sexual harassment, whether explicit or implicit, verbal or physical, will not be tolerated by APTEch.

Sexual harassment means 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.

Employees are strongly encouraged to inform their supervisor or any member of management in the event of any acts of sexual or other harassment. Providing such information will not result in retaliation. Management action will be taken to investigate each reported allegation thoroughly in as confidential a manner as possible.

The harassment of another employee by an employee will lead to disciplinary action, up to and including immediate termination in cases of gross misconduct.

To help ensure awareness of the dangers of harassment and to avoid harassment in the workplace, APTEch requires that each new employee pass the harassment training within 6 months of hire. Existing employees are also required to have passed the harassment training.

RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION

It is hoped that most sexual harassment complaints and incidents can be resolved within the company. However, an employee has the right to contact the appropriate outside enforcement agency. The contact information for each office location is listed below.

State of Illinois

Department of Human Rights (IDHR)

Chicago Office

James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
Phone: (312) 814-6200
TDD: (312) 263-1579

Springfield Office

222 South College, Floor 1
Springfield, IL 62704
Phone: (217) 785-5100
TDD: (217) 785-5125

Web Address: <http://www.state.il.us/dhr/>

Equal Employment Opportunity Commission (EEOC)

Chicago District Office

500 West Madison Street

Suite 2800

Chicago, IL 60661

Phone: (312) 353-2713

TTY: (312) 353-2421

State of Arizona

Office of the Attorney General, Civil Rights Division (CRD)

Phoenix

Office of the Attorney General

Civil Rights Division

1275 West Washington Street

Phoenix, AZ 85007-2997

Main Phone: (602) 542-5263

Toll-Free: (877) 491-5742

Fax: (602) 542-8885

TDD: (602) 542-5002

Toll-Free TDD: (877) 624-8090

Yuma

Office of the Attorney General

221 South 2nd Avenue #2

Yuma, AZ 85364

Main Phone: (520) 819-0113

Fax: (520) 819-0518

Toll-Free: (800) 962-6379

Tucson

Office of the Attorney General

Civil Rights Division

400 West Congress, S-215

Tucson, AZ 85701-1367

Main Phone: (520) 628-6500

Toll-Free: (877) 491-5740

Fax: (520) 628-6765

TDD: (520) 628-6872

Toll-Free TDD: (877) 881-7552

Prescott

Office of the Attorney General

1523 West Gurley Street

Prescott, AZ 86305

Main Phone: (520) 443-7740 ext.

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Fax: (520) 443-7745

Web Address: http://www.azag.gov/civil_rights/

Equal Employment Opportunity Commission (EEOC)

Phoenix District Office

3300 N. Central Avenue

Suite 690

Phoenix, AZ 85012-1848

Phone: (602) 640-5000

TTY: (602) 640-5072

State of Colorado

Division of Civil Rights

1560 Broadway, Suite 1050

Denver, CO 80202

Phone: (303) 894-2997

Toll-Free (English/Spanish): (800) 262-4845

Fax: (303) 894-7830

TDD: (303) 894-7880

Web Address: <http://www.dora.state.co.us/civil-rights/index.htm>

Equal Employment Opportunity Commission (EEOC)
Denver District Office
303 E. 17th Avenue Suite 510
Denver, CO 80203
Phone: 303-866-1300
TTY: 303-866-1950

New Mexico Department of Labor
Human Rights Bureau
1596 Pacheco Street
Aspen Plaza, Suite 103
Santa Fe, NM 87505
Phone: (505) 827-6838
Toll-Free: (800) 566-9471
Web Address: <http://www.dws.state.nm.us/dws-humanrights.html>

Equal Employment Opportunity Commission (EEOC)
Albuquerque District Office
505 Marquette Street, N.W. Suite 900
Albuquerque, NM 87102
Phone: (505) 248-5201
TTY: (505) 248-5240

Nevada Equal Rights Commission (NERC)
Reno Office
2450 Wrondel Way, Suite C
Reno, NV 89509-1700
Phone: (775) 688-1288
Fax: (775) 688-1292
TDD: (775) 688-1288

Las Vegas Office
1455 E. Tropicana Ave, Suite 500
Las Vegas, NV 89119-6522
Phone: (702) 486-7161
Fax: (702) 486-7054
TDD: (702) 486-7164

North Las Vegas Office
2827 Las Vegas Boulevard North
North Las Vegas, NV 89030-5703
Phone: (702) 486-0224
Fax: (702) 486-0230

E-Mail: detrnerc@nvdetr.org
Web Address: http://www.detr.state.nv.us/nerc/NERC_index.htm

Equal Employment Opportunity Commission (EEOC)
Los Angeles District Office
255 E. Temple 4th Floor
Los Angeles, CA 90012
Phone: (213) 894-1000
TTY: (213) 894-1121

Commonwealth of Virginia
Council on Human Rights
Suite 1202, Washington Building
1100 Bank Street
Richmond, VA 23219
Phone: (804) 225-2292
Web Address: <http://www.chr.state.va.us>

Equal Employment Opportunity Commission (EEOC)
Norfolk Area Office
Federal Building, Suite 739
200 Granby Street
Norfolk, VA 23510
Phone: (757) 441-3470
TTY: (757) 441-3578

Equal Employment Opportunity Commission (EEOC)
Richmond Area Office
3600 West Broad Street Room 229
Richmond, VA 23230
Phone: (804) 278-4651

Wisconsin Equal Rights Division (WERD)

Madison Office
1 South Pinckney Street, Room 320
P.O. Box 8928
Madison, WI 53708-8928
Phone: (608) 266-6860
TDD: (608) 264-8752
Fax: (608) 267-4592

Milwaukee Office
819 North Sixth St., Room 255
Milwaukee, WI 53203
Phone: (414) 227-4384
TDD: (414) 227-4081
Fax: (414) 227-4084

Web Address: <http://www.dwd.state.wi.us/er/>

Equal Employment Opportunity Commission (EEOC)
Milwaukee District Office
310 West Wisconsin Avenue
Suite 800
Milwaukee, WI 53203-2292
Phone: (414) 297-1111
TTY: (414) 297-1115

Applied Pavement Technology, Inc.'s Affirmative Action Plan

Applied Pavement Technology, Inc. (APTech) is proud of its commitment to employing individuals with diverse backgrounds. The company was founded by a female engineer and only recently graduated from participation in woman-owned and disadvantaged business programs.

Although we are proud of our past accomplishments in this area, APTech has identified several strategies to improve its ability to identify and hire qualified minority candidates. Our plan includes the following:

- Creating a work environment in which diversity is welcome and celebrated.
- Advertising on websites and in publications that reach underrepresented populations.
- Collaborating with the University of Illinois' Department of Civil & Environmental Engineering and its program to support graduate students from historically black colleges through internships and part-time employment.
- Seeking relationships with other universities that graduate Civil Engineers from underrepresented groups with a transportation facility specialty.