CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaillinois.us	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: Allied Waste Transportation, Inc

d/b/a: Republic Services of Urbana

Address: 2801 North Willow Road

City/State/Zip: Urbana, IL 61802

Telephone Number(s) include area code: 217-361-2218

Check one of the following

Corporation	✓	Partnership		Individual Proprietorship		Limited Liability Corp.	

FEI Number: 52-2044848 | Social Security Number:

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

Name: Republic Services

Address: 18500 North Allied Way

City/State/Zip Phoenix, AZ 85054

3. Major activity of your company (product or service): Waste Removal + Recycle

4. Project on which your company is bidding: NA: ANNUAL Update

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: Nicole Goodnight Title: Area HR Mgr Telephone: 317-917-1341 Email: ngoodnight@republicservices.com	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. **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.**	X	
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.**	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?	X	
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.)**		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? **(If yes, you need to complete Table C.)**	X	

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	1	1	1	1								
Professionals												
Technicians	2		2									
Sales Workers	1	1	1	1								
Office & Clerical		1		1								
Craft Workers (Skilled)	21		19		2							
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL	25	3	23	3	2							

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: 10/29/15

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								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*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								
Technicians	2				1			
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	6	1			5			
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL	9	1			6			

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).

Kelly Watt — Signature

Kelly WATT Assistant Division Controller — Printed Name and Title

KWATT@rpublicservices.com — E-mail Address

10/29/15 — 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 sates 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.

Policies and Procedures Manual ("PPM")

Anti-Harassment Policy

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8. Review by the Company of Harassment Allegations 3
9. Non-Retaliation Statement 3
10. Policy Contact(s) 4
11. Policies and Procedures Manual – Appendices 4

Note: The information in this Manual is the property of Republic Services, Inc. ("Republic") and is to be used in connection with the conduct of the business of Republic and/or its subsidiaries (being collectively referred to in the policies as the "Company" or "Republic"). These policies are not intended to and do not constitute or create contractual terms of employment

1. Purpose

The purpose of this section of the Policies and Procedures Manual ("PPM") is to describe Republic Services, Inc.'s and its subsidiaries ("Republic" or the "Company") approved policies and procedures on sexual and other harassment.

2. Applicability

This policy applies to all Republic employees, as well as all vendors, contractors and visitors on Company property at any time.

3. Policy Effective Date

This policy is effective as of April 14, 2009.

As Company policies may be modified or updated from time to time, employees always should refer to the Company's corporate website for the most current version of the policy.

4. General Policy

The Company does not tolerate any form of illegal harassment, discrimination, intimidation or retaliation in the workplace.

Consistent with the Company's commitment to providing employees with a rewarding job experience, and in compliance with various laws, the Company will not tolerate harassment against any employee based on the employee's race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, disability, veteran status, genetic testing or any other classification protected by law. Employees who violate this policy will be disciplined and may be held personally liable for any injury suffered by another employee as a result of such conduct.

Under the law, harassment occurs only when conduct meets certain specific criteria. However, this policy is intended to prohibit all conduct directed at an employee because of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, disability, veteran status, genetic testing or any other classification protected by law, even if the law does not prohibit the conduct. This includes conduct or comments that a person would reasonably find offensive. Therefore, jokes or comments about a person's race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, disability, veteran status or any other classification protected by law will not be tolerated. Accordingly, the Company may discipline employees who violate this policy even if the employees' conduct does not violate the law.

5. Responsibility for a Harassment-Free Workplace

Every employee is responsible for refraining from conduct or language that could reasonably be viewed as harassment and is expected to report any such conduct to management.

All supervisors and managers have the responsibility to maintain the workplace free of harassment and are responsible for the full implementation of this policy.

6. Sexual Harassment

Sexual harassment is unique in that it includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Under the law, illegal sexual harassment occurs when:

1) Submission to such conduct is made, either explicitly or implicitly, a 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees need to understand that conduct acceptable to them may be offensive to other employees. It is the Company's policy to prohibit inappropriate physical touching, sexually explicit language, obscene gestures, staring, sexual jokes, display of explicit materials, comments about other employees' bodies, derogatory comments based on gender, gender-related jokes, repeated requests for dates or other expressions of attraction or sexual interest, and other similar behavior.

7. Reporting Obligations

Employees believing that they are or have been subjected to any form of harassment prohibited by this policy are urged to contact their immediate supervisors. However, there may be times when an employee is reluctant to report such conduct to an immediate supervisor. In such cases, the employee should report the conduct to a management representative with whom the employee is comfortable reporting the conduct, such as the Site or Area Manager, the Regional Human Resources Manager, a Corporate Human Resources Manager, or by calling the AWARE Line. Similarly, any employee who becomes aware of a violation of this policy should report it to one of these parties. In particular, supervisors and managers have the responsibility to promptly report harassment so that the Company may conduct a review and take prompt and appropriate corrective and preventive action.

8. Review by the Company of Harassment Allegations

Every report of conduct prohibited by this policy will be reviewed by the appropriate Area Human Resources Manager and/or the Corporate Human Resources Department. The review will be conducted on a fair and impartial basis. The relevant facts will be evaluated on a case-by-case basis in determining whether an action does, in fact, violate this policy. All such reviews will be conducted in a manner designed to protect, to the maximum extent permissible under the circumstances, the privacy of all parties concerned.

9. Non-Retaliation Statement

After a review is conducted, any employee who is determined to have violated this policy will be subject to disciplinary action, including, in certain circumstances, termination of employment. The Company will not take any adverse action against an individual who makes a good faith report of harassment or discrimination, or who participates in a review of such conduct. The Company does

not permit employees to engage in retaliation. Retaliation is a serious violation of this policy and should be reported immediately to an Area Human Resources Manager, a Regional Vice President, the Corporate HR Manager, or through the AWARE Line. Any person found to have retaliated against another individual for reporting harassment will be subject to serious disciplinary action, including, in certain circumstances, termination of employment.

10. Policy Contact(s)

If you have specific questions relating to this policy, please contact your local Human Resources Manager, your Local, Divisional, Area or Regional Supervisor or Manager, or Corporate Human Resources.

11. Policies and Procedures Manual – Appendices

Note: The link listed below will be activated only after final approval of each document. Until such approval, please refer to your current policy, procedure, guideline, etc.

A. Related Documents

1) Non-Discrimination and Equal Employment Opportunity Policy

Policies and Procedures Manual ("PPM")
Non-Discrimination and Equal Employment Opportunity

1. Purpose 2
2. Applicability 2
3. Policy Effective Date 2
4. General Policy 2
5. Employee Responsibilities 2
6. Recruitment 2
7. Compliance with this Policy 3
8. Policy Contact(s) 3
9. Policies and Procedures Manual – Appendices 3

Note: The information in this Manual is the property of Republic Services, Inc. ("Republic") and is to be used in connection with the conduct of the business of Republic and/or its subsidiaries (being collectively referred to in the policies as the "Company" or "Republic") These policies are not intended to and do not constitute or create contractual terms of employment

1. Purpose

The purpose of this section of the Policies and Procedures Manual ("PPM") is to describe Republic Services, Inc.'s and its subsidiaries ("Republic" or the "Company") approved policies and procedures for non-discrimination and equal employment opportunity ("EEO").

2. Applicability

This policy applies to all applicants, employees, contractors, vendors and those doing business with the Company and its affiliates.

3. Policy Effective Date

This policy is effective as of April 14, 2009.

As Company policies may be modified or updated from time to time, employees always should refer to the Company's corporate website for the most current version of the policy.

4. General Policy

The Company has established this policy to ensure that all applicants and employees are provided equal opportunity without regard to their physical appearance, personal beliefs, veteran status or any other classification protected by law.

It is the policy of the Company to treat all applicants and employees as individuals without regard to their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic testing or any other classification protected by law. This means that the Company will not tolerate discrimination with respect to any employment-related decision or practice, including, but not limited to, advertising, benefits, compensation, hiring, promotion, demotion, transfer, discipline (including probation, suspension and/or termination), availability of Company facilities, performance evaluation, recruitment, social/recreational programs and training.

5. Employee Responsibilities

All supervisors and managers are responsible for ensuring that all procedures and practices at each Company location are in full compliance with all applicable federal, state and local EEO statutes, rules and regulations, and the provisions of this policy.

All supervisors and managers are responsible for implementing this policy and their performance will be judged, in part, on how they implement this policy. The Company requires all supervisors and managers to attend appropriate training and briefings on the Company's EEO policies and procedures in order to assist in their implementation.

6. Recruitment

Each Company location will maintain contact with recruitment sources approved by Regional or Corporate Human Resources specifically selected by such location in order to provide maximum access to a broad base of applicants, including individuals who are members of groups protected by law.

All employment decisions will be based on an individual's qualifications, such as skill, knowledge and/or the ability to perform the position being filled (e.g., education, experience, demonstrated competence, etc.). When appropriate, Government security requirements also must be satisfied.

The Company will ensure that all employment advertising and all employment orders placed with employment agencies clearly indicate the Company's EEO policy with the following statement: An Equal Opportunity Employer M/F/D/V. The Company also will ensure that all employment selection procedures are job-related and consistent with all applicable federal, state and local requirements.

7. Compliance with this Policy

Failure to comply with this policy will result in disciplinary action, including in appropriate circumstances termination of employment.

8. Policy Contact(s)

If you have specific questions or concerns relating to this policy, please contact your local Human Resources Manager, your Local, Divisional, Area or Regional Supervisor or Manager, or Corporate Human Resources.

9. Policies and Procedures Manual – Appendices

Note: The links listed below will be activated only after final approval of each document. Until such approval, please refer to your current policy, procedure, guideline, etc.

A. Related Documents

1) The Americans with Disabilities Act
2) Anti-Harassment Policy