IDHR Employer Report Form (PC-1)

State of Illinois
Illinois Department of Human Rights
Legal Division, Public Contracts Unit

To Apply Online, Visit our **Vendor Online Registration Page**

Make Payment ($75 Certified Check, Cashier's Check, or Money Order to:
ILLINOIS DEPARTMENT OF HUMAN RIGHTS
and mail to:
IDHR - FISCAL UNIT
100 W. RANDOLPH ST - SUITE 10-100
CHIAGO, IL 60601

Instructions: This form is to be used by an entity to apply for an IDHR Eligibility number, or to renew a number. IDHR Eligibility Numbers expire five years after the date of issue, and may be renewed at that time for a $75 fee. The information is necessary to accomplish the statutory purpose set forth in **775 ILCS 5/1-101 et seq.** Disclosure of this information is REQUIRED. Forms received with the employment data omitted will not be processed. The gathering and retention of employee race/ethnicity and gender data is permitted by state and federal law so long as such data are kept separate from other personnel information and are not used for the purpose of committing unlawful discrimination. For administrative details, review **44 Ill. Admin Code, Section 750.210(a).**

You must have an IDHR Eligibility Number if you company wants to be eligible to bid on state contracts and any one of the following applies:

1) your company employs 15 or more persons at the time of application for a public contract;

2) your company has employed 15 or more persons at any time during the 365 day period prior to the date of your applying for a public contract;

3) you are directed to file by a contracting agency of the State of Illinois, any political subdivision, or a municipal corporation.

A form is deemed filed when it is received by IDHR Chicago office, PROPERLY completed, signed, and accompanied by a certified check, money order, or cashier's check for $75 payable to the Illinois Department of Human Rights. No personal checks, business checks, or credit card numbers will be accepted. Any form without an approved form of payment will be returned unprocessed. This form must be filed prior to bid opening.

To apply for or renew an IDHR Number using a credit card, visit the **Vendor On-Line Registration** page. Please visit our website at **www2.illinois.gov/dhr/publiccontracts** for more information.

Sexual Harassment Policy: NO company without a sexual harassment policy will be issued an IDHR number. If you organization has no policy, and would like a model for creating one, please visit:

http://www2.illinois.gov/dhr/PublicContracts/Pages/Sexual_Harassment_Model_Policy.aspx

Federal Employer Identification Number (FEIN) must be provided.

If your entity has multiple locations that all have the same FEIN, you are only obligated to pay one fee ($75) to receive an IDHR number for any locations having the same FEIN and wishing to be eligible to bid on business with the State of Illinois. A copy of the following form must be filled out for EACH location applying to do business with the State.

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☐ Renewing an IDHR Number. ☐ Applying for a new IDHR Number.

☐ Adding/Renewing a location to a new or existing IDHR Number.

IDHR Number (If renewing or adding location):	FEIN (required):

Name of Applying Company:

Address:

City:	State:	ZIP:	County:	Country:

Contact Name:	Contact Phone:	E-mail:

Does the company have a current, written sexual harassment policy? ☐ Yes ☐ No

Within the past three years, has the company been declared ineligible for any public contract based on a finding of employment discrimination? If yes, attach a separate sheet fully explaining the situation. ☐ Yes ☐ No

In the chart below, enter the racial and gender breakdown of the employees of the company, or the branch/location of the company/organization applying to be eligible to bid on contracts for the State of Illinois.

	White	Black	Hispanic	Asian/Pacific Islander	American Indian
Male					
Female					
Total					

I certify that the information provided in this report, and in any attachments thereto, is true and accurate to the best of my knowledge and belief. The employer filing this report agrees to conform with the requirements set forth in the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the rules and regulations of the Department of Human Rights. I am authorized to sign this form on behalf of the employer.

Signature _____ Date _____

Typed Name and Title _____

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Definitions, Clauses and Policies Applicable to the IDHR Employer Report Form

Keep for your Records

Definition of employee - For purposes of this form, an "employee" is an individual performing services for remuneration for the employer. All full-time and permanent part-time employees are to be reported. ***Forms received containing mathematic errors will not be processed.***

Description of Race/Ethnic - 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. They are:

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

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

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

"Asian or Pacific Islander" All persons having origins in 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.

Definition of 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 examples, not a complete list, of all job titles falling into that category.

"Executive Senior Level Officials" Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/ organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Examples include: chief executive officers, chief operating officers, chief financial officers, line of functional areas or operating groups, chief information officers, chief marketing officers, chief legal officers, management directors and managing partners.

"First/Mid Level Officials and Managers" Individuals who typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executives/Senior Level management. Examples of these kinds of managers are: first-line managers, team managers, unit managers, administrative services managers, purchasing and transportation managers, call center or customer service managers, technical support managers, and brand of product managers.

"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, scientists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, registered professional nurses, personnel and labor relations specialists, physicians, social scientists, teachers, surveyors etc.

"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. Includes: computer programmers, drafters, engineering/mathematical/scientific aides, licensed/practical/vocational nurses, photographers, radio operators, technical illustrators, medical/dental/ electronic/scientific technicians, etc.

"Sales Workers" 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, etc.

"Administrative Support Workers" 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, etc.

"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/lead operators not members of management, mechanics, skilled machinists, electricians, compositors/typesetters/engravers, pattern/model makers, stationary engineers, motion picture projectionists, painters (construction/maintenance), tailors/tailoresses, arts/decorating occupations, handpainters, coaters, bakers, etc.

"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/plumbing/bricklaying/carpentry/electrical/machinist/mechanical/ building trade/metalworking/printing trades, etc.), attendants (auto service/parking), blasters, chauffeurs, delivery workers, sewers/stitchers, dryers, furnace workers, heaters, laundry/dry cleaning, milliners, mine laborers, motor operators, oilers/greasers (except auto), painters (manufactured articles), photographic processors, truck/tractor drivers, welders/flame cutters, electronic equipment assemblers, butchers/meatcutters, inspectors/testers/graders, handpackers/packagers, knitting/looping/taping/weaving machine operators, etc.

"Laborers & Helpers" 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/greasers, gardeners, farm workers, stevedores, wood choppers, lifting/digging/mixing/loading/pulling laborers, etc.

"Service Workers" Workers in both protective and non-protective service occupations. Includes: attendants (hospital/other institutions, professional/personal service, nurses aides/orderlies), barbers, char workers/cleaners, cooks, counter/fountain workers, elevator operators, firefighters/fire protection, guards, doorkeepers, stewards, janitors, police officers/detectives, porters, waiters/waitresses, amusement/recreation facilities attendants, guides, ushers, public transportation attendants, etc.

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Definitions, Clauses and Policies Applicable to the IDHR Employer Report Form

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ILLINOIS ADMINISTRATIVE CODE
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

44 Ill. Admin. Code, Section 750. APPENDIX A. Equal Employment Opportunity Clause

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non_compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.

6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.

7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

FEDERAL EXECUTIVE ORDER 11246

The **Executive Order 11246 (E.O 11246)** prohibits federal contractors and subcontractors and federally-assisted construction contractors and subcontractors that generally have contracts that exceed $10,000 from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. It also requires covered contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

The E.O. 11246 is administered by the Employment Standards Administration's Office of Federal Contract Compliance Programs (OFCCP) within the U.S. Department of Labor.

WRITTEN SEXUAL HARASSMENT POLICY REQUIRED

Illinois law requires all parties to a public contract and all eligible bidders to have a written sexual harassment policy covering their employees and applicants for employment. This requirement applies regardless of the number of persons employed or the dollar value of any public contract.

This requirement is found at **775 ILCS 5/2-105(A)(4)**. Each sexual harassment policy must contain the following elements:

1. A statement that sexual harassment is illegal.
2. The definition of sexual harassment under the Illinois Human Rights Act.
3. A description of the acts that constitutes sexual harassment, with examples.
4. The vendor's internal complaint procedure, including penalties.
5. The legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission.
6. Information as to how a person can contact the Department and the Commission.
7. Information regarding the protection against retaliation under Section 6-101 of the Human Rights Act.

A copy of the employer's policy must be submitted to the Department or to a contracting agency upon request.

Employers can obtain a Model Sexual Harassment Policy by contacting the Department.

DISCRIMINATORY CLUB ACT

Pursuant to **775 ILCS 25/0.01 et seq.**, no private organization selling goods or services to the State or receiving any award or grant from the State, nor any public body, may pay any dues or fees on behalf of its employees or agents or may subsidize or otherwise reimburse them for payments of their dues or fees to any discriminatory club. A “discriminatory club” includes any club, society, organization, or association, which discriminates in its membership policy or in access to its services or facilities. Facilities that are distinctly private in nature, such as restrooms and shower rooms, are exempt as to discrimination based on sex.