State of Illinois
Department of Human Rights

IDHR Public Contracts Number: _____

Compliance Review Number: _____

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
PUBLIC CONTRACTS UNIT
COMPLIANCE REVIEW QUESTIONNAIRE

General Instructions

According to Title 44, Subpart D, Section 750.230 of the Department Rules, the Department may periodically request information from any facilities or operations of a public contractor/eligible bidder to determine compliance with the Act and this Part.

- Answer all questions.
- If company, through computer printout or other format, maintains information that addresses all or part of a question, such documentation may be attached in lieu of filling out the applicable section of the questionnaire. These support documents may be either sent by mail or e-mail.
- Please contact the Program Administrator of the Public Contracts Unit for assistance at ebonie.davis@illinois.gov
- Please include the 7 digit compliance review number on all correspondence.

For response by mail

- Please type or print in ink. If space is inadequate, attach additional sheet. Give the number of the question being answered.
- Send to: Illinois Department of Human Rights, 100 W. Randolph Street, Suite 10-100, Chicago, Illinois 60601 Attn: Ebonie Davis, Public Contracts Unit.
- Please include the 7 digit compliance review number on all correspondence.

For Response by e-mail

- This form is available to be filled out online and e-mailed to ebonie.davis@illinois.gov
- Please type in the live fields.
- Please include the seven (7) digit compliance review number on all correspondence.

PART ONE - ALL PUBLIC CONTRACTORS AND ELIGIBLE BIDDERS MUST COMPLETE

SECTION A - GENERAL INFORMATION

1. Legal name of company, mailing address

   1a. Company's County

   1b. Describe briefly the type of work the public contractor/eligible bidder provides

2. List the following for the person completing this form:

   2a. Full Name

   2b. Job Title

   2c. Mailing Address

   2d. Telephone and Fax Number

   2e. E-Mail Address

3. Is the company a parent, subsidiary, or an affiliate of another company? ☐ Yes ☐ No

   If yes, please describe

   3a. Describe the type of products/services the company provides

4. Does the company operate from more than one Illinois location? ☐ Yes ☐ No

If yes, provide city (cities) and number of employees at each location.

5. Is the company or any of the locations in the company a federal contractor subject to Executive Order No. 11246 as amended?

☐ Yes ☐ No If no, continue to question 6.

If yes, has the company or any of the locations within the company undergone a desk audit by the Office of Federal Contract Compliance Programs ("OFCCP")?

☐ Yes ☐ No

If yes, provide the date of the audit and attach a copy of OFCCP's letter of findings.

6. Does the company have a written affirmative action plan?

☐ Yes ☐ No If yes, **attach a copy**.

SECTION B - COMPLAINTS OF UNLAWFUL DISCRIMINATION

7. During the last three years, has an employee filed a complaint of unlawful discrimination with the United States Equal Employment Opportunity Commission ("EEOC"), the Illinois Department of Human Rights, or other governmental entity against any locations within the company?

☐ Yes ☐ No If yes, list the following for each complainant:

7a. The complaint number and governmental agency with whom the complaint was filed

7b. A summary of the complaint

7c. The status of the complaint

8. During the last three years, has an employee filed an internal complaint of unlawful discrimination with the company?

☐ Yes ☐ No If yes, list the following for each complaint:

8a. A summary of the complaint

8b. The status of the complaint

SECTION C - PERSONNEL POLICIES, PRACTICES AND PROCEDURES

9. Has the company developed a written equal employment opportunity policy statement?

☐ Yes ☐ No If yes, **attach a copy**.

10. Has the company developed a sexual harassment policy statement?

☐ Yes ☐ No If yes, **attach a copy**.

10a. Does the company have the Human Rights Sexual Harassment poster displayed where employees can readily see it as required by the Human Rights Act?

☐ Yes ☐ No If yes, **attach a copy**.

Download the Sexual Harassment poster in English or Spanish.

11. Does the company have a policy manual or employee handbook containing all of the employer's policies?

☐ Yes ☐ No If yes, **please provide a copy of the manual or handbook**.

SECTION D - PUBLIC CONTRACT

12. Has the company entered into a public contract or been given an award or grant by the State of Illinois using their Public Contract Number for the current and previous calendar year?

☐ Yes ☐ No If no, skip Part Two (questions 13 through 19) and proceed to Part Three (question 20).

PART TWO - PUBLIC CONTRACTORS

13. List the following for each public contract entered into using your Public Contract Number for the current and previous calendar year.

13a. The name of the contracting governmental agency

13b. The date of the contract

13c. The amount of the contract

13d. Has the company hired employees to perform the contract? ☐ Yes ☐ No

If yes, **please attach a copy of the company's underutilization analysis** for the newly hired employees.

14. Did the company use subcontractors to complete the public contract? ☐ Yes ☐ No

If yes, did the company include the Equal Employment Opportunity Clause set forth in Appendix A of 44 Ill. Admin. Code, Ch. X, Section 750 of the Department's Rules and Regulations?

☐ Yes ☐ No If yes, **please attach a copy of the subcontract** which contains this provision.

15. Does the company utilize employment applications?

☐ Yes ☐ No If yes, **please attach a copy of the application**.

15a. Does the employment application contain an illegal conviction inquiry?

☐ Yes ☐ No **Please submit application for review.**

16. Has the company advertised vacancies within the last 12 months?

☐ Yes ☐ No If yes, **please attach a copy of the advertisement(s)**.

17. Describe briefly the method used by the company to recruit new employees.

Are recruitment organization(s) used? ☐ Yes ☐ No

18. Is the company bound by a collective bargaining or other agreement to use a labor organization or other representative of workers?

☐ Yes ☐ No If yes, **please attach a copy of the following:**

18a. The collective bargaining agreement

18b. The underutilization analysis that was provided to the labor organization

18c. The manner of notification to the labor organization or representative of the company's obligations for equal employment opportunity and affirmative action.

19. How are employees made aware of company's equal employment opportunity/non-discrimination program?

PART THREE - STATISTICAL INFORMATION

Complete the below workforce analysis table for the employees located at the address receiving this notice..

20. Workforce information as of _____
(Date)

21. Has the company reviewed its workforce within the last 12 months to determine whether minorities and/or females are underrepresented?

☐ Yes ☐ No If yes, **provide a copy of that review:**

Image Field

IDHR may require additional information if needed.

Attached are definitions of the EEO Job Categories. These definitions will assist in determining how position titles are classified.

W - White B - Black H - Hispanic A - Asian AI - American Indian T - Total

JOB CATEGORIES	MALE						FEMALE						
	W	B	H	A	AI	T	W	B	H	A	AI	T	TOTAL
Executive/Senior Level Officials													
First/Mid-Level Officials and Managers													
Professionals													
Technicians													
Sales Workers													
Administrative Support Workers													
Craft Workers													
Operatives													
Laborers and Helpers													
Services Workers													
TOTAL													

Descriptions of Job Categories

Executive/Senior Level Officials and Managers

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. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

First/Mid Level Officials and Managers

Individuals who serve as managers, other than those who serve as Executive/ Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these Kinds of managers are: vice presidents and directors, Group, regional or divisional controllers; treasurers; human Resources, information systems, marketing, and operations managers. The First/Mid Level Officials and Managers sub- Category also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.

Professionals

Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a persons qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.

Technicians

Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Sales Workers

These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.

Administrative Support Workers

These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Craft Workers formerly Craft Workers (Skilled)

Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.

***Operatives* formerly Operatives (Semi-skilled)**

Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.

Laborers and Helpers formerly Laborers (Unskilled)

Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.

Service Workers.

Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.