

COMPANY LETTERHEAD

(4/2020)

SAMPLE AVENUES OF APPEAL POLICY

Any employee who feels he or she has been discriminated against should contact one of the following:

INITIAL APPEAL

The employee shall present his/her complaint orally, or in writing, within 20 working days of the date of its occurrence, to:

Immediate Supervisor

Telephone Number

(The Supervisor shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint.)

SECONDARY APPEAL

If the complaint has not been satisfactorily resolved, the employee shall present their appeal, orally or in writing, within 10 working days, to:

Project Superintendent/Manager

Telephone Number

(The Superintendent/Manager shall attempt to resolve the matter and report a decision to the employee, orally or in writing, within 10 working days of knowledge of complaint.)

CONTINUAL APPEAL

If the employee receives an unfavorable decision from the secondary appeal, they shall present a written appeal within 10 working days, to:

Company EEO Officer

Telephone Number

FURTHER APPEAL STEPS

In the event the complaint has not been satisfactorily resolved via the aforementioned appeal procedures, and the employee feels further action is warranted, refer to the posted federal and state posters or contact the agencies listed below within the filing deadlines.

AGENCY	FILE BY	NUMBERS
<u>Equal Employment Opportunity Commission (EEOC)</u>	300 Days	
<u>EEOC Headquarters</u> <u>www.eeoc.gov</u>		202-663-4900 (TTY) 202-663-4494
<u>Philadelphia District Office</u> <u>PDOContact@eeoc.gov</u>		1-800-669-4000
<u>Pittsburgh Area Office</u>		1-800-669-4000
<u>PA Human Relations Commission (PHRC)</u>	180 Days	
<u>Harrisburg</u>		717-787-4410 (TTY) 717- 787-7279
<u>Philadelphia Regional Office</u>		215- 560-2496 (TT/TTY) 215-560-3599
<u>Pittsburgh Regional Office</u>		412-565-5395

PA Human Relations Commission www.phrc.pa.gov

Executive Offices

333 Market St., 8th Floor
Harrisburg, PA 17101-2210
(717) 787-4410/ TTY: (717) 787-7279

Harrisburg Regional Office

333 Market Street, 8th Floor
Harrisburg, PA 17101
Voice: (717) 787-9780 / TTY: (717) 787- 7279

Philadelphia Regional Office

110 North 8th Street, Suite 501
Philadelphia, PA 19107
Voice: (215) 560-2496 / TTY: (215) 560-3599

Pittsburgh Regional Office

301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
(Public entrance is on 5th Ave. near the corner of Wood St. and 5th Ave.)
Voice: (412) 565-5395

U.S. Equal Employment Opportunity Commission

EEOC Headquarters www.eeoc.gov.

131 M Street, NE
Washington, DC 20507
202-663-4900 / TTY: 202-663-4494

Philadelphia District Office

Location: 801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
Phone: 1-800-669-4000 / 267-589-9700 / or email PDOContact@eeoc.gov.
Fax: 215-440-2606
TTY: 1-800-669-6820

Pittsburgh Area Office

Location: William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 1-800-669-4000.
Fax: 412-395-5749
TTY: 412-395-5904