



COMPLAINT PROCEDURE

Any person who believes that he or she as a member of a protected class, has been discriminated against based on race, color, national origin, sex, ancestry, gender, age, disability, veteran status, religion, sexual orientation, gender identity, low income status, or Limited English Proficiency in violation of the Title VI or Title VII of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, the FHWA 1273, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of Force Construction Company, Inc. to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any company officer, EEO Officer or to the company Title VI Coordinator. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found at the FORCE office building located at 990 N. National Rd. Columbus, IN 47201, or in the jobsite trailer. Individuals are not required to use the company's complaint form. If necessary due to limited English proficiency, the company will assist in locating a translator to help an individual reduce his or her complaint to writing for his or her signature.

Generally a complaint should include the name, address and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

Complaints should be directed to:

EEO Officer/Title VI Coordinator

Force Construction Co., Inc.

990 N. National Rd

Columbus, IN. 47201

812-372-8441

812-372-5424 (fax)

humanresources@forceco.com

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990 N. National Rd.
Columbus, IN 47201
Phone: 812.372.8441
Fax: 812.372.5424

forceco.com

Within 60 days of the receipt of the complaint the company will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The company will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate, Room N750
Indianapolis, IN. 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204
Phone: (800-669-4000)
Fax: (317) 226-7953
TTY: 1 (800-669-6820)

Indiana Civil Rights Commission
100 N. Senate Ave. Room N103
Indianapolis, In. 46204
Toll Free: 1 (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-3336

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