



9350 East 30th Street  
Indianapolis, IN 46229

Phone (317) 594-0291  
Fax (317) 594-0271  
[www.specialtiescompany.com](http://www.specialtiescompany.com)

## 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, gender, age, disability, genetics, sexual orientation, gender identity, religion, low income status, or Limited English Proficiency in violation 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, 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 Specialties Company, LLC 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 supervisor or to the company EEO Officer. Complaints may also be submitted confidentially 24/7 through [www.MySafeWorkplace.com](http://www.MySafeWorkplace.com) or by calling toll free at 800-461-9330. The complaint should be submitted within 180 days of the alleged discrimination.

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:**  
**Greg Bridges, EEO Officer**  
**9350 E 30<sup>th</sup> Street**  
**Indianapolis IN 46229**  
**Phone: 317.594.0291**  
**Cell: 317.753.4409**

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.

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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 agencies:

Indiana Department of Transportation  
Economic Opportunity Division  
100 N Senate, Room 750  
Indianapolis, IN 46204  
Phone: 317-233-6511  
Fax: 317-233-0891

Indiana Civil Rights Commission  
100 N Senate Ave., Room N 103  
Indianapolis, IN 46204  
Toll Free: 1-800-628-2909  
Phone: 317-232-2600  
Fax: 317-232-6560  
Hearing Impaired: 1-800-743-3336

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

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