

DISCRIMINATION COMPLAINT PROCEDURE

Individuals desiring to submit a discrimination complaint are requested to follow the procedure below. If the employee feels for any reason that they do not want to make contact with their supervisor or if that person is not available to register the complaint with, the employee should then feel free to contact the EEO Officer. Discrimination complaints may be submitted verbally or in writing.

Step 1:

Contact your immediate supervisor. If you are uncomfortable contacting your immediate supervisor or you do not get satisfactory results at this level within ten working days, or desire to take the complaint further then,

Step 2:

Contact the EEO Officer, (*Julie Plyler*), at:

704-982-2225

221 Snuggs Street

Albemarle, NC 28001

If you do not get satisfactory results with the company within ten working days, or desire to take the complaint further then,

Step 3:

Contact one of the following agencies:

**U. S. Department of Labor
Equal Employment Opportunity Commission
Charlotte District Office**

129 West Trade Street, Suite 400

Charlotte, NC 28202

Phone: 1-800-669-4000

Fax: 704-954-6410 and 704-344-6734

TTY: 1-800-669-6820

**U. S. Department of Labor
Equal Employment Opportunity Commission
Raleigh Area Office**

1309 Annapolis Drive

Raleigh, NC 27608-2129

Phone: 1-800-669-4000
Fax: 919-856-4151
TTY: 1-800-669-6820

**U. S. Department of Labor
Equal Employment Opportunity Commission
Greensboro Local Office**

2303 W. Meadowview Road, Suite 201
Greensboro, NC 27407

Phone: 1-800-669-4000
Fax: 336-547-4032
TTY: 1-800-669-6820

**Federal Highway Administration
Division Office**

310 New Bern Avenue, Suite 410
Raleigh, NC 27601-1418

Phone: 919-856-4336 ext. 126
Fax: 919-856-4353

**North Carolina Department of Transportation
Office of Civil Rights**

1511 Mail Service Center
Raleigh, NC 27699-1511

Phone: 919-508-1830
Toll Free: 1-800-522-0453
Fax: 919-508-1814