

HARRISON & BURROWES BRIDGE CONSTRUCTORS, INC.

COMPLAINT PROCEDURE FOR BOTH THE SEXUAL HARASSMENT POLICY AND EQUAL OPPORTUNITY POLICY

THE COMPLAINT PROCEDURE WILL ADDRESS DISCRIMINATION COMPLAINTS REGARDING RACE, COLOR, RELIGION, AGE, SEX, MARITAL STATUS, PHYSICAL DISABILITY, CRIMINAL RECORD, NATIONAL ORIGIN OR ANCESTRY OR MENTAL DISORDER (OR HISTORY THERE OF), FROM BOTH CURRENT AND PROSPECTIVE EMPLOYEES. THESE INDIVIDUALS HAVE THE RIGHT TO MAKE FULL UTILIZATION OF THIS COMPLAINT PROCEDURE WITHOUT IN ANYWAY JEOPARDIZING THEIR CURRENT OF PROSPECTIVE EMPLOYMENT STATUS.

The following represents the steps of the COMPLAINT PROCEDURE:

1. The equal opportunity employment officer will receive all written complaints of discrimination of harassment. These may be direct from the employment or upon referral from a supervisor who has received a complaint from an employee.
2. All discrimination of harassment complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discriminatory act.
3. All complaints will be recorded in writing and signed by the complainant. At this time, complainant will be counseled as to the other avenues of redress open to him/her.
4. The office of Affirmative Action, along with NYSDOT, will be notified simultaneously of all complaints and of the complaint's resolution.
5. All complaints will be investigated and processed by the company's equal employment officer within (30) days after their receipt.
6. The EEO officer regarding the results of the investigation and the final disposition of the complaint will notify the complainant, in writing.
7. Should the complainant disagree with the EEO officer's decision, he/she can still utilize himself or herself of any or all of the other avenues or redress available.
8. In the event of a complaint against the EEO officer, complainants will be advised to utilize the Affirmative Action Office with the Department of Transportation.
9. The EEO officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done in the course of the complaint procedure.