



## THE HOOSIER COMPANY, INC.

### TO WHOM IT MAY CONCERN:

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, sexual orientation, gender identity, age, disability/handicap, 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 The Hoosier 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 or to the company EEO Officer. The complaint should be submitted within 180 days of the alleged discrimination. Failure to submit a complaint within 180 days does not preclude an individual from submitting a complaint. Complaints should be submitted in writing. Individuals are not required to use the Company's complaint form. If necessary, the company will 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.

James E. Nordhoff, EEO Officer  
The Hoosier Company, Inc.  
5421 w 86<sup>th</sup> Street  
Indianapolis, IN 46268  
Phone: 317-872-8125  
Fax: 317-872-7183

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AN EQUAL OPPORTUNITY EMPLOYER

5421 West 86<sup>th</sup> Street P.O. Box 681064 Indianapolis, IN 46268 (317) 872.8125 FAX (317) 872.7183



## THE HOOSIER COMPANY, INC.

Within 60 days of 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 Ave., Room N750  
Indianapolis, IN 46204  
Phone: 317-233-6511  
Fax: 317-233-0891

Indiana 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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**THE HOOSIER COMPANY, INC.**

**EEO/TITLE VI COMPLAINT FORM**

**Time Limits:** BCCO EEO Complaints must be filed within 300 days from the date of the alleged violation and Title VI Complaints must be filed within 180 days from the date of alleged violation in order to comply with Equal Opportunity Commission (EEOC) guidelines.

**Confidentiality:** Confidentiality is maintained to the greatest extent possible.

**Instructions:** Please complete and submit this form to your supervisor, the Hoosier Company EEO Officer or the President of the Company. Please be specific and write legibly.

DATE: \_\_\_\_\_ EEO Case Number: \_\_\_\_\_

Complainant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Respondents:**

List the name(s) and title(s) of individual(s) against whom you are filing this complaint:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Statement of Complaint:** Description of alleged discriminatory incident(s) and date(s) of incident(s): Please be as specific as you can to address your allegation(s) by answering who? What? When? Why? and How?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**THE HOOSIER COMPANY, INC.**

Your response or reaction to each incident or alleged discrimination:

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What remedy are you seeking: (Explain what results you would like as a result of filing this complaint.)

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Witnesses with telephone numbers for each:

Name: _____	Telephone No.: _____
Name: _____	Telephone No.: _____
Name: _____	Telephone No.: _____

This information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Send to Jim Nordhoff, EEO Officer/Title VI Coordinator  
P.O. Box 681064, Indianapolis, IN 46268  
Phone: 317-872-8125

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