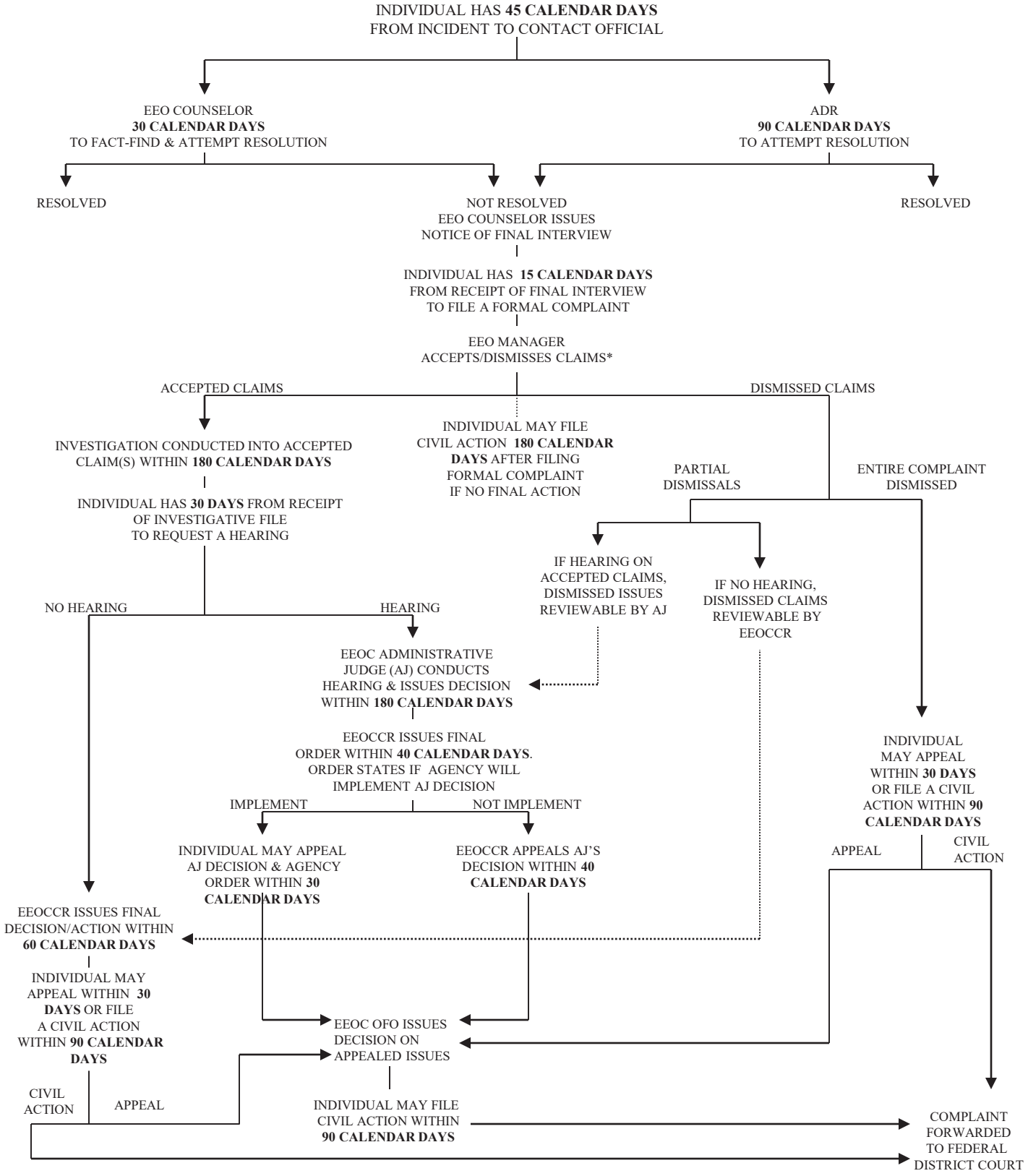
INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS

An employee, former employee, or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex (pregnancy, gender stereotyping, orientation), national origin, age (40 years of age & over), physical or mental disability, or reprisal for prior EEO involvement may file a complaint by contacting an EEO official within **45 calendar days** following the alleged discriminatory act. Once an informal/formal complaint has been initiated, the complaint can be resolved at any stage of the process.



*INDIVIDUALS MAY ADD LIKE OR RELATED CLAIMS TO THEIR FORMAL COMPLAINT ANY TIME PRIOR TO THE CONCLUSION OF THE INVESTIGATION