



Asphalt Paving
Road and Site Construction

**"Building Infrastructure
For the 21st Century"**

11808 St. Rd. 205 E
P.O. Box 191
LaOtto, IN 46763

Office (260) 897-2743
Fax (260) 897-2432
www.apiland.net

API CONSTRUCTION CORPORATION 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, disability, sex, sexual orientation, gender identity, religion, age, 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 **API Construction Corporation** 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 API Construction Corporation's EEO Officer. The complaint should be submitted within 180 days of the alleged discrimination. 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.

Complaints should be directed to:

Holly A Fike, EEO Officer
P.O Box 191
LaOtto, IN 46763
(260) 897-2743
(260) 897-2432 (Fax)
h.fike@apiland.net

*Serving Northeast Indiana, South Central Michigan and Northwest Ohio
Asphalt Plants located near Angola and Auburn/Ft. Wayne
INDOT Prequalified
- Equal Opportunity Employer -*



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.

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 an 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, Room N750
Indianapolis, IN 46204
Phone: 317-233-6511
Fax: 317-233-0891

Indianapolis District EEOC Office
101 W. Ohio Street, Ste 1900
Indianapolis, IN 46204
Phone: 800-669-4000
Fax: 317-226-7953

Indiana Civil Rights Commission
100 N. Senate Ave. Room N103
Indianapolis, IN 46204
Toll Free: 800-628-2909
Fax: 317-232-6560