

ARRC EEO COMPLAINT PROCEDURES

A. Complaints to ARRC.

1. Filing of Complaint. Any person who believes that he or she, individually or as a class of individuals, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age, or mental or physical disability, a complaint with the ARRC in person at 327 West Ship Cree Avenue, Anchorage, Alaska or by mail at P.O. Box 107500, Anchorage, Alaska 99510-7500, or electronically at sellerswareharmt@akrr.com. The ARRC complaint form is available in hard copy in the ARRC Human Resources Department in Anchorage or online on the corporation's website at:

<https://www.alaskarailroad.com/corporate/civil-rights>

2. Processing of the Complaint. The complaint will be processed in accordance with the provisions of the ARRC's Equal Employment Opportunity Policy and Procedures, attached to ARRC's EEO Plan as **Attachment A**. All EEO complaints received from ARRC employees are investigated, handled, and tracked by spreadsheet by the ARRC Manager, Labor Relations within the Human Resources Department. Working independently with the Deputy Chief Counsel/EEO Manager, the Manager, Labor Relations will complete the investigation and provide a report to the EEO Manager for a determination. All EEO complaints filed with external antidiscrimination agencies, such as the EEOC or the Alaska State Commission for Human Rights, are handled and investigated by the ARRC Chief Counsel, or his/her designee, with no involvement by the Deputy Chief Counsel. Those charges are tracked in the same manner as other litigation matters and are reported on a regular basis to the ARRC Board of Directors. Those reports are retained on an indefinite basis.

B. Complaints to DOT.

1. Filing of Complaint. Any person who believes that he or she, individually or as a member of a specific class of persons, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age, or mental or physical disability by the ARRC may file a written complaint with:

Department of Transportation
Office of the Secretary
Departmental Office of Civil Rights
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590

or

Director, Office of Civil Rights
Federal Transit Administration
East Building, 1200 New Jersey Avenue, S.E.
Washington, D.C. 20590

or

Director Office of Civil Rights
Region 10, Federal Transit Administration
915 Second Avenue, Suite 3142
Seattle, Washington 98174

2. Time of Filing. The complaint must be filed within 180 days after the date of the alleged discrimination, unless extended by the Secretary of Transportation.
3. Form of Complaint. The complaint must be in writing and signed by the complainant or his/her representative before action can be taken. The complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
4. Processing and Investigation of Complaint. The complaint will be processed and investigated in accordance with the procedures established by DOT.