
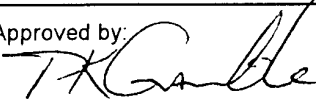


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|  ALASKA RAILROAD Corporation | Subject: Equal Employment Opportunity Policy 62-1 | Page <u>1</u> of <u>14</u> |
| | Approved by:  Patrick K. Gamble, President & CEO | Effective Date: 5/22/01 |

1. PURPOSE:

The purpose of this policy is to provide authority and guidance on the ARRC Equal Employment Opportunity Program, Affirmative Employment Program, Sexual Harassment Policy and the Discrimination Complaints Procedures.

2. POLICY STATEMENTS:

- A. Equal Employment Opportunity (EEO) Policy** - Preventing unlawful discrimination is the primary purpose of the EEO Program. Unlawful discrimination at the Alaska Railroad Corporation (ARRC) will not be tolerated. It is the ARRC's policy to provide an equal opportunity for all employees, applicants for employment, contractors, vendors, and customers. The ARRC has a zero tolerance policy for discrimination and provides equal opportunities for everyone in all employment decisions, programs, functions and in the usage of facilities.

Employees and applicants for employment will be treated equitably and fairly and will not be denied opportunities because of their age, race, sex (gender), disability (physical/mental), color, national origin, religion, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the job do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood.

In addition, no adverse action will be taken against any individual who pursues a complaint of discrimination against the ARRC in any forum, who testifies for or assists another employee in the processing of a complaint of discrimination, or who otherwise engages in any protected EEO activity.

In order to achieve this policy, it is essential that employees comply with this policy and understand their personal responsibility and accountability. Each employee at every level within the ARRC will be held personally responsible for complying with this policy. Failure to do so will result in appropriate, corrective, disciplinary action. It is necessary that all employees be able to work in a comfortable environment free from discrimination or harassment.

- B. Affirmative Employment Policy** - Affirmative Action is based on ability and does

not require or advocate the selection of unqualified or unneeded persons based on non-merit factors. Protected classes were designated by law due to a documented history of past discriminatory practices for certain groups. All persons, regardless of age, race, sex (gender), disability (physical/mental), color, national origin, religion, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the job do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood, shall have equal access to employment opportunities limited only in their ability to perform the job.

The ARRC has an **Affirmative Employment Plan** outlining the steps to achieve equal opportunity and has implemented an **Affirmative Employment Program** which is committed to applying every good faith effort to achieve equal opportunity in employment.

- C. **Sexual (Gender) Harassment Policy** - Sexual harassment hinders the potential and effectiveness of individuals and **will not be tolerated** at the ARRC. It is a violation of Title VII, an offensive misuse of power, and a form of sex discrimination that affects both men and women. If sexual harassment is discovered, it will be grounds for discipline of the offending employee(s), up to and including termination. All employees, managers and supervisors share in the responsibility to ensure equal opportunity and an environment free from sexual harassment. **It is important for everyone to respect and value one another and maintain appropriate interpersonal behavior.**

Sexual harassment can range from inappropriate posters, remarks and insulting jokes of a sexual nature to pressure for dates, threats and promises based on trading employment benefits for sexual favors, and can even include sexual assault.

The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to or rejection of such conduct by an individual(s) is used as the basis for an employment decision affecting such individual;
2. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether behavior constitutes sexual harassment depends not only on the intent behind the behavior, but also on the perception of those affected. Managers, supervisors, employees, and contractors have a responsibility to ensure that their behavior is free from this unacceptable and inappropriate conduct.

It is the responsibility of supervisors and managers to monitor work sites for inappropriate, unprofessional and irresponsible conduct and behavior, to provide counseling and training to prevent harassment in the workplace, and to take appropriate and swift corrective action when a problem is discovered. Legal liability begins when the harassment begins, not after someone complains.

Employees have a right to complain about this behavior, and the best and most immediate action is to tell the harasser to stop the behavior. If the harassment does not stop, employees should contact a first or second line supervisor or the Manager, EEO. It is not uncommon for some employees to be uncomfortable telling a perpetrator assertively to stop the behavior. Additionally, it may be inappropriate for an employee to approach a supervisor about the behavior if the supervisor is the one exhibiting the inappropriate behavior. Accordingly, employees should never hesitate to contact the ARRC's Manager, EEO if they do not wish to handle the matter themselves. Regardless of how they proceed, employees should report harassment *before* it becomes severe or pervasive.

- D. **Hostile/Offensive Work Environment on Protected Grounds Other Than Sex (Gender)** - Just as the ARRC prohibits harassment of employees based upon their sex (gender), it also prohibits harassment on the basis of any other protected characteristic. Thus, the principles set forth above regarding harassment on the basis of sex apply equally to harassment on the basis of age, race, national origin, color, religion, mental or physical disability, marital status, changes in marital status, pregnancy, and parenthood. Harassment on the basis of any of these grounds will not be tolerated by the ARRC.

3. **COVERAGE:**

This policy applies to all ARRC employees and applicants for employment as well as all ARRC agents, contractors, vendors and non-employees.

4. **DISTRIBUTION:**

Provided to all ARRC employees, unions, contractors as applicable; general public, others upon request; posted on bulletin boards, Intranet, Internet, and various internal training opportunities. **Managers and supervisors must ensure that employees without e-mail access receive a printed copy.**

5. **REFERENCES/AUTHORITY:**

A. **Federal**

- 1) Title VII of the Civil Rights Act of 1964 (as amended)
- 2) Executive Order 11246 (1965), Equal Employment by Government

Contractors and Subcontractors (as amended)

- 3) Age Discrimination in Employment Act of 1967 (as amended)
- 4) Rehabilitation Act of 1973 (as amended)
- 5) Vietnam Veterans Readjustment Assistance Act of 1974
- 6) Pregnancy Discrimination Act of 1978
- 7) Title I of the Americans with Disabilities Act of 1990 (as amended)
- 8) 41 Code of Federal Regulations (CFR) Part 60-2, "Affirmative Action Programs"
- 9) 41 CFR Part 60-3, "Uniform Guidelines on Employee Selection Procedures"
29 CFR Part 1607, "Uniform Guidelines on Employee Selection Procedures"
- 10) Equal Pay Act of 1963 (as amended)
- 11) Civil Rights Act of 1991
- 12) Family and Medical Leave Act

B. State of Alaska

- 1) Alaska Human Rights Act, Alaska Statutes (AS) 18.80.010 et seq.
- 2) AS 23.10.500-23.10.550, Pregnancy, Childbirth and Family Leave
- 3) AS 44.19.450 - 44.19.458, Equal Employment Opportunity (Executive Order 91)

4. RESPONSIBILITIES:

- A. **President and Chief Executive Officer (CEO)** - responsible for the overall EEO Program. Exercises personal leadership, provides the necessary resources to maintain a viable Program and assures accountability for ARRC managers, supervisors and employees.
- B. **Manager, EEO** - advises managers, supervisors, and employees on issues relative to the EEO Programs; recommends improvements to program effectiveness and pro-actively conducts activities to enhance program support and awareness. The Manager, Equal Employment Opportunity is responsible for interpretation, application, and administration of this policy.

- C. **Director, Employee Services** - ensures that all personnel programs comply with the EEO Program requirements.
- D. **Vice Presidents, Managers and Supervisors** - comply and assist with implementation of the EEO Program by:
 - 1. demonstrating accountability in all employment decisions and ensuring employees work in an environment free from unlawful discrimination and harassment. Employment decisions include, but are not limited to: selections, promotions, details, development and training opportunities, recognition, working conditions, disciplinary actions, grievances and appeals;
 - 2. making positive efforts to enhance the Program objectives and taking positive steps to create a balanced and diversified workforce;
 - 3. assisting in the development of innovative recruitment methods and advancement opportunities for all employees. Compliance with equal opportunity goals and programs is one of the required critical elements in all supervisors' and managers' performance standards;
- E. **Employees** - comply with the EEO Program policies by: treating each other equitably, and respectfully without regard to race, color, sex, national origin, or any other protected status, supporting the Program through their individual conduct and ensuring all co-workers are treated fairly and free from prejudice

Important Note for Managers/Supervisors: If an employee raises an issue of discrimination with you, or if you are aware of behavior that you believe may be discriminatory, you have a responsibility to act immediately. You should contact the Manager, EEO for guidance as soon as possible.

7. **DEFINITIONS:**

- A. **Affirmative Employment** - a course of action which is intended to achieve equal opportunity by correcting the effects of past discrimination, eliminating present discrimination, and preventing future discrimination.
- B. **Age Discrimination**- occurs when an employee or applicant is denied an employment benefit or right because of their age, which has been a determining factor in the action. It is possible for age discrimination to occur even in instances where all persons involved are similar in age.
- C. **Alternate Dispute Resolution (ADR -Mediation Program)** - a voluntary program which provides a neutral arena for discussing and resolving differences in all areas

where conflict arises (not limited to discrimination complaints).

- D. **Color Discrimination**- Color is an unalterable physical characteristic which may or may not be specifically associated with race. Discrimination on the basis of color may occur when individuals are treated differently because of their skin color, for example, when Black persons are treated differently based on their lighter or darker complexion. Color discrimination may occur in the absence of, or in conjunction with, race discrimination.
- E. **Disability (Physical/Mental) Discrimination** - occurs when one is treated differently because he or she (1) has a physical or mental impairment which substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Major life activities include, but are not limited to: hearing, speaking, breathing, seeing, learning, walking. In addition to prohibiting disability discrimination, the law also requires employers to make reasonable accommodations for their applicants' and employees' disabilities.
- F. **Employment Decisions** - include, but are not limited to: selections, promotions, career development and training, compensation, demotions, terminations, layoffs, retention, working conditions, disciplinary actions, membership (for example, in a labor organization), grievances and appeals, awards/recognition, contracting, and access to other ARRC-sponsored functions
- G. **Hostile/Offensive Work Environment** - an unlawful work environment created by the inappropriate use of unwelcome slurs, jokes, or other verbal or physical conduct regarding an individual's age, race, sex (gender), disability (physical/mental), color, national origin, religion, marital status, changes in marital status, pregnancy, or parenthood. In order to be unlawful, the conduct must unreasonably and adversely interfere with an individual's ability to perform his or her job or advance in his or her career and create an uncomfortable, intimidating and offensive work environment.
- H. **Mixed Complaints (Individual could file an EEO Complaint and/or Grievance)**- complaints of discrimination based on one or more of the protected factors which relate to an action which may also be grievable or appealable through another forum, i.e., a grievance provision of a collective bargaining agreement, in addition to the EEO complaint. If an individual feels that the action was taken on the basis of one or more protected factors, he/she could file a discrimination complaint in addition to a grievance. Most of these actions fall into the following categories:
- Removals/Terminations
 - Reductions in Force
 - Suspensions
 - Reduction in Grade or Pay
- I. **National Origin Discrimination** - includes, but is not limited to, the denial of equal

employment opportunity because of an individual's, or his or her ancestor's, place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group. National origin discrimination may also occur if individuals are denied equal opportunity for reasons which are grounded in national origin considerations, such as (a) marriage to or association with persons of a national origin group; (b) membership in or association with an organization identified with or seeking to promote the interests of nation origin groups; (c) attendance or participation in schools, churches, temples or mosques, generally used by persons of a national origin group; and (d) because an individual's name or spouse's name is associated with a national origin group.

1. **Speak English Only Rule** - requiring employees to speak English only at all times in the workplace violates Title VII as a burdensome term and condition of employment. Requiring employees to speak English only at certain times would not be discriminatory if the employer shows that the rule is justified by a business necessity.
 2. **Accents** - an employer must show a legitimate nondiscriminatory reason for the denial of employment opportunity because of an individual's accent or manner of speaking. The accent or manner of speaking must be relative to the individual's being able to perform the particular job.
- J. **Official Time for Processing Internal Complaints** - administrative leave time to process an internal complaint.
- K. **Racial Discrimination** - race means a class of persons having the same unalterable characteristics, such as physical features indigenous to their group, i.e., skin color, hair texture, facial features. Racial discrimination may occur when persons are treated differently than others who are similarly situated because they are members of a specific race or when a policy or practice is applied equally to all persons but has an adverse impact upon persons of a particular race. Discrimination on the basis of immutable characteristics associated with race is illegal even though not all members of that race share the characteristics.
- L. **Religious Discrimination** - religion encompasses moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. The term "religion" includes all aspects of religious observance and practice as well as belief. It is irrelevant that the individual's belief may be outside "standard" religious beliefs.

Religious discrimination occurs when an individual is treated differently because of his or her beliefs or when an employment practice requires that an individual make a choice between violating his/her fundamental religious beliefs or being denied an employment opportunity, e.g., wearing certain attire.

- M. **Reprisal (Retaliation)** - adverse action taken against an individual because the individual pursued a complaint of discrimination or engaged in other protected EEO activity.
- N. **Sex (Gender) Discrimination** - a male or female is treated differently because of his or her gender. Sex discrimination also includes the concept of sexual harassment.
- O. **Sexual Harassment** - is a form of sex discrimination. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to or rejection of the conduct is used as the basis for an employment decision; (2) submission to or rejection of the conduct is made an explicit or implicit term or condition of employment; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

8. **PROCEDURES**

Contents

- A. Discrimination Complaint Procedures - Employees and Applicants for Employment
- B. Investigation and Resolution of Complaints
- C. Appeal
- D. Use of and Granting Official Time to File and Process Internal Complaints of Discrimination.
- E. Assistance in Processing Complaint

A. **Discrimination Complaint Procedures - Employees and Applicants for Employment**

Discrimination Complaints - Employees, applicants for employment or contract employees who feel they have been or are being discriminated against because of one or more protected bases may file a Complaint of Discrimination by following the ARRC internal resolution process.

- 1) The ARRC encourages Alternate Dispute Resolution (ADR - Mediation Program) when disputes arise. Problems are best resolved internally, where resolution can be achieved in a more informal and expeditious manner.
- 2) Internal complaints may be filed with the ARRC's Manager, EEO.
- 3) Complaints must be filed within 45 calendar days of the alleged discriminatory act(s).

- 4) Complaints must be set forth in writing on the ARRC Complaint of Discrimination form (Appendix A).
- 5) Complaints must specifically describe each alleged discriminatory event and must specify the bases for the alleged discrimination (race, color, national origin, etc.).
- 6) Complaints must specify the date of each alleged discriminatory event; and
- 7) Complaints must be mailed to:

Alaska Railroad Corporation
Attn: Manager, EEO
P.O. Box 107500
Anchorage, Alaska 99510-7500

or delivered in person to:

Alaska Railroad Corporation
Attn: Manager, EEO
327 W. Ship Creek Avenue
Anchorage, Alaska 99501

B. Investigation and Resolution of Complaints

- 1) Confidentiality and Assurance of Non-Retaliation - The ARRC will protect the confidentiality of individuals raising harassment allegations to the extent that it can do so consistent with its duty to conduct a complete and thorough investigation. Also, individuals who engage in protected EEO activity as complainants or witnesses will not be retaliated against in any manner. Individuals who chose to engage in retaliation will be disciplined up to and including termination of employment.
- 2) Upon receipt of a complaint, the ARRC Manager, EEO will begin an immediate and thorough investigation into the allegations of the complaint.
- 3) The Manager, EEO will attempt to reach a resolution or conclusion within 30 calendar days of receiving the complaint unless the complainant and the Manager, EEO agree to extend the time frame for the investigation for up to an additional 60 calendar days if the complainant voluntarily elects to do so and/or agrees to participate in ADR/mediation.
- 4) If an informal resolution is reached among the parties, the Manager, EEO will prepare an agreement setting forth the terms of the resolution and will obtain the necessary signatures on the agreement.

- 5) If an informal resolution cannot be reached, the Manager, EEO will issue a written decision on the complaint within 30 calendar days of the conclusion of the investigation. The decision will be provided to the complainant and the appropriate supervisor/manager for implementation of any necessary corrective action. An informational copy will be provided to the respective Vice President.

C. **Appeal**

- 1) If the complainant is not satisfied with the decision of the Manager, EEO, he/she may appeal the decision to the ARRC's President and CEO.
- 2) The appeal must be filed within 15 calendar days of the complainant's receipt of the Manager, EEO's decision.
- 3) The appeal must be submitted in writing and must specify the grounds on which the complainant is dissatisfied with the decision.
- 4) The President and CEO may attempt an informal resolution prior to issuing a decision within 30 calendar days of receiving the appeal.
- 5) The decision of the President and CEO shall be final.
- 6) At any time, complainants can elect to file a complaint with one of the following agencies. Please contact these agencies directly for information regarding their processes and time frames.

State of Alaska Human Rights Commission
800 A Street, Suite 204
Anchorage, Alaska 99501
Phone: (907) 274-4692
TTY/TDD (907) 276-3177
Fax: (907) 278-8588
Toll Free: 1-800-478-4692
Toll Free TTY/TDD: 1-800-478-3177

Office of the Governor
Equal Employment Opportunity Office
550 West 7th Avenue, Suite 1010
Anchorage, Alaska 99501
Phone and TTY/TDD: (907) 269-7495
Fax: (907) 269-7497

U. S. Equal Employment Opportunity Commission
907 1st Avenue, Suite 400

Seattle, Washington 98104
Phone: (206) 220-6000
TTY/TDD (906) 220-6002
Toll Free: 1-800-669-4000

D. **Use of and Granting Official Time to File and Process Internal Complaints of Discrimination.**

- 1) Employees who are pursuing Complaints of Discrimination are expected to continue to fulfill their duties for the ARRC.
- 2) Nonetheless, the ARRC recognizes that the complainant may need certain on-duty time in order to process the complaint and participate in the investigatory process. Accordingly, complainants may request limited amounts of official time to facilitate the processing of their internal complaint.
- 3) Requests for official time must be made to the Manager, EEO, who will coordinate the request with the complainant's manager or supervisor. If the request interferes with the business operations of the complainant's department or section, the Manager, EEO and the complainant's manager or supervisor will find an appropriate alternative time for the complainant to process the complaint.
- 4) Managers and supervisors will grant the request for official time and not withhold approval unreasonably. However, due to business necessity it may be necessary to negotiate the specific day and time frame.
- 5) Employees must use personal or annual leave when pursuing a formal complaint with one of the external agencies.

E. **Assistance in Processing Complaint:**

If a complainant needs assistance with the preparation and/or presentation of a discrimination complaint, he/she may designate a representative to assist him or her (Appendix B). The representative may be a co-worker or a union representative. The representative may participate in the complaint process along with the complainant.

10. RESPONSIBLE DIVISION/DEPARTMENT:

The Office of Equal Employment Opportunity is responsible for the periodic review and update of this policy and procedure.

11. DOCUMENTATION AND RETENTION:

Discrimination Complaint Files
Resolution Agreements
Affirmative Employment Plan (EEO Plan)

Retention - Indefinitely

12. RESERVATION OF RIGHTS

None

13. APPENDICES AND FORMS:

Appendix A - ARRC Complaint of Discrimination Form

Appendix B - ARRC Designation of Representative Form

COMPLAINT OF
DISCRIMINATION
FORM (PLEASE TYPE OR
PRINT)
REVISED MARCH 2001

ALASKA RAILROAD CORPORATION COMPLAINT OF DISCRIMINATION

1. AGGRIEVED PERSON'S NAME: _____ PLACE OF EMPLOYMENT: _____
STREET ADDRESS: _____ ADDRESS: _____
CITY, STATE, ZIP CODE: _____ CITY, STATE, ZIP CODE: _____
HOME PHONE: _____ WORK PHONE: _____

2. ARRC OFFICE WHICH YOU BELIEVE DISCRIMINATED AGAINST YOU?
DIVISION/OFFICE: _____ DIVISION/OFFICE: _____
ADDRESS: _____ WORK LOCATION: _____
CITY/STATE: _____ INDIVIDUAL(S): _____

3. BASES FOR BELIEVING YOU WERE DISCRIMINATED AGAINST? (CHECK ONE OR MORE, AND PROVIDE THE SPECIFIC INFORMATION. (USE ADDITIONAL SHEETS IF NECESSARY.)

RACE REGION PHYSICAL DISABILITY PREGNANCY
NATIONAL ORIGIN CHANGES IN MARITAL STATUS
 COLOR SEX (GENDER) MENTAL DISABILITY PARENTHOOD
AGE (DATE OF BIRTH) REPRISAL

(DATE(S) OF PREVIOUS EEO ACTIVITY - (IF ALLEGING REPRISAL)

4. ALLEGATION(S) OF DISCRIMINATION? (FOR EACH ALLEGATION, STATE THE DATE AND THE SPECIFIC INCIDENT(S) CAUSING YOU TO BELIEVE THAT YOU HAVE BEEN DISCRIMINATED AGAINST. FOR EXAMPLE: I WAS DISCRIMINATED AGAINST ON JANUARY 1, 1992, WHEN I WAS NOT SELECTED FOR THE POSITION OF ANALYST. (USE ADDITIONAL PAGES AS NECESSARY.)

5. HAVE YOU DISCUSSED YOUR COMPLAINT WITH A MANAGER/SUPERVISOR? YES _____ NO _____ (IF YES, THE INDIVIDUAL(S) NAMES:

_____ DATE YOU FIRST CONTACTED THE
MANAGER/SUPERVISOR: _____

6. ARE YOU AGREEABLE TO USING THE ALTERNATIVE DISPUTE RESOLUTION (ADR /MEDIATION) PROCESS? YES _____ NO _____

7. HAVE YOU PRESENTED THESE ALLEGATIONS TO ANY OTHER FORUM? IF SO, PLEASE INDICATE:

_____ **NEGOTIATED GRIEVANCE PROCEDURE** _____ **COURT (CIVIL ACTION)** _____ **OFFICE OF THE GOVERNOR, OEO**
_____ **ALASKA HUMAN RIGHTS COMMISSION** _____ **OTHER (PLEASE SPECIFY)**

8. LIST THE REMEDIES WHICH YOU BELIEVE WILL RESOLVE YOUR COMPLAINT: (USE ADDITIONAL PAGES, AS NECESSARY.)

9. AGGRIEVED PERSON'S SIGNATURE:

_____ **NO**

DIFFICULT DURING

DATE:

ANONYMITY _____ **YES**

**(IF YES, COULD BE MORE
INVESTIGATION)**

10. For ARRC Use Only:

Complaint Docket Number:

Date Received/Postmarked:

PRIVACY ACT STATEMENT

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974.

AUTHORITY: 42 USC 2000E-16

PRINCIPAL PURPOSE: To establish the case records and to assist in the processing of EEO complaints.

ROUTINE USE: Used by EEO officials, Administrative Judges, investigators, and/or representatives of the EEOC and the Department of Justice in relation to the processing of complaints and appeals.

DISCLOSURE IF VOLUNTARY: Failure to furnish the information requested on the form may delay or impair the processing of the complaint.

DISCRIMINATION COMPLAINT PROCEDURES - Employees and Applicants for Employment (READ CAREFULLY):

You may use this form to file a complaint if you believe you have been discriminated against because of race, color, religion, sex (gender), national origin, age, disability (physical/mental), change in marital status, pregnancy, parenthood or reprisal by the ARRC. When filing a complaint, you should provide a specific statement of what occurred, when the incident(s) occurred, and why you believe you were treated in a discriminatory manner. Your complaint must bear an original signature.

Discrimination Complaints - Employees, applicants for employment or contract employees who feel they have been or are being discriminated against because of one or more of the above protected bases may file a Complaint of Discrimination by following the ARRC internal resolution process.

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or delivered in person to: Alaska Railroad Corporation; Attn: Manager, EEO; 327 W. Ship Creek Ave.; Anchorage, Alaska 99501.

Investigation and Resolution

1. **Confidentiality and Assurance of Non-Retaliation** - The ARRC will protect the confidentiality of individuals raising harassment allegations to the extent that it can do so consistent with its duty to conduct a complete and thorough investigation. Also, individuals who engage in protected EEO activity as complainants or witnesses will not be retaliated against in any manner. Individuals who chose to engage in retaliation will be disciplined up to and including termination of employment.
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of the investigation. The decision will be provided to the complainant and the appropriate supervisor/manager for implementation of any necessary corrective action. An informational copy will be provided to the respective Vice President.

Appeal

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Anchorage, Alaska 99501
Phone: (907) 274-4692
TTY/TDD (907) 276-3177
Fax: (907) 278-8588
Toll Free: 1-800-478-4692
Toll Free TTY/TDD: 1-800-478-3177

U. S. Equal Employment Opportunity Commission
907 1st Avenue, Suite 400
Seattle, Washington 98104
Phone: (206) 220-6000
TTY/TDD (906) 220-6002
Toll Free: 1-800-669-4000

Office of the Governor
Equal Employment Opportunity Office
550 West 7th Avenue, Suite 1010
Anchorage, Alaska 99501
Phone and TTY/TDD: (907) 269-7495
Fax: (907) 269-7497

Assistance in Processing Complaint: If a complainant needs assistance with the preparation and/or presentation of a discrimination complaint, he/she may designate a representative to assist him or her. The representative may be a co-worker or a union representative. The representative may participate in the complaint process along with the complainant.

**ALASKA RAILROAD CORPORATION
DESIGNATION OF REPRESENTATIVE**

I, _____, hereby designate _____
Complainant **Printed Name/Title of Representative**
_____ to act as my Representative in the matters pertaining to my complaint of
discrimination filed with the Alaska Railroad Corporation on _____.
Even though I have a designated representative, I understand it is still my responsibility to cooperatively
participate in the investigation of my complaint.

I understand that the authority and responsibilities granted to the above-named person by virtue of this
designation may be terminated by me at any time. Should this occur, I will notify, in writing, the
Manager, Equal Employment Opportunity of my decision.

Check one and complete as appropriate:

By designating _____ as my representative, I understand that all official
correspondence will be sent to my representative with copies to me.

Contact Information for Representative:

Telephone No. (w/ area code) (____) _____

Mailing Address _____

I am requesting that all correspondence be sent to:

Name _____

Mailing Address _____

Although the person named above may act as my Representative in matters pertaining to the
discrimination complaint, I understand that in the event I withdraw my complaint of discrimination,
I must personally sign any such notice of withdrawal.

Signature of Complainant Date

Signature/title of Representative Date