

## Avenue of Appeals Policy for Equal Employment Opportunity (EEO)

At Established Traffic Control, we are committed to fostering a work environment that is free from discrimination and harassment. We adhere to all laws and regulations governing Equal Employment Opportunity (EEO), and we provide avenues for employees to seek redress if they believe they have experienced discrimination or harassment in violation of company policy or applicable laws. The Avenue of Appeals Policy for EEO outlines the process by which employees can file complaints and seek resolution of EEO-related issues.

1. **Reporting Procedure:** Employees who believe they have experienced discrimination or harassment should report the incident(s) promptly to their supervisor, Human Resources (HR) representative, or any other designated individual responsible for handling EEO complaints.
2. **Confidentiality:** All reports of discrimination or harassment will be treated with sensitivity and confidentiality to the extent possible. Information will only be disclosed on a need-to-know basis to conduct investigations and take appropriate remedial actions.
3. **Investigation Process:** Upon receiving a complaint, the company will initiate a thorough and impartial investigation. The investigation may involve gathering statements from the complainant, witnesses, and any individuals involved in the alleged discriminatory or harassing behavior. The company will make reasonable efforts to complete the investigation promptly while ensuring a fair and thorough process.
4. **Resolution:** After completing the investigation, the company will determine whether the allegations are substantiated. If discrimination or harassment is found to have occurred, appropriate disciplinary action will be taken against the responsible party/parties, up to and including termination of employment. The company will also take corrective measures to prevent future occurrences of discrimination or harassment.
5. **Appeal Process:** If the complainant is dissatisfied with the outcome of the investigation or believes that the resolution is inadequate, they may appeal the decision. Appeals must be submitted in writing to the appropriate authority within a specified timeframe, typically within [insert number] days of receiving the investigation outcome.
6. **Review of Appeal:** An impartial review panel, consisting of individuals not directly involved in the initial investigation, will review the appeal and any supporting documentation. The panel will assess whether the investigation was conducted in accordance with company policy and whether the resolution was reasonable and appropriate.

7. **Final Decision:** Following the review of the appeal, the company will issue a final decision. The decision of the review panel will be communicated to the complainant in writing. The company's decision on the appeal will be final and binding.
8. **Non-Retaliation:** Established Traffic Control prohibits retaliation against employees who file complaints or participate in investigations related to EEO matters. Any acts of retaliation will be subject to disciplinary action.
9. **External Options:** If an employee is not satisfied with the company's resolution of their EEO complaint, they may have the option to file a charge with external agencies, such as the Equal Employment Opportunity Commission (EEOC) or state/local fair employment practices agencies.
10. **Compliance:** All employees are expected to comply with this Avenue of Appeals Policy for EEO. Failure to do so may result in disciplinary action.

By providing clear procedures for reporting and addressing EEO-related concerns, we aim to uphold our commitment to providing a fair and respectful workplace for all employees at Established Traffic Control.

If you have any questions, or wish to make a report, please contact **Garret Brunton** at [gbrunton@establishedtraffic.com](mailto:gbrunton@establishedtraffic.com) or **(215) 997-8801**.

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