



**Swank Construction Company, LLC**

632 Hunt Valley Circle  
New Kensington, PA 15068  
(724) 335-6000 Fax (724) 335-3834  
E-mail: andrew@swankco.com

**Andrew R. Swank**  
President & CEO

An Equal Employment Opportunity Company

**Equal Employment Opportunity Appeal Procedures**

**Monday, August 29, 2011**

**Notice to All Employees**

If you feel at any time that you have been discriminated against, with respect to hiring, upgrading, promotion, demotion, recall, transfer, or dismissal, because of race, religion, sex, color, ancestry, national origin, age, disability, sexual orientation or union membership, you may use the procedures below to insure that your rights are upheld:

**Initial Appeal** - State your case to the Project EEO Officer/Project Foreman.

**Secondary Appeal** - If in your estimation, you do not receive fair treatment as the result of your initial appeal arrange to see the Company EEO Officer who is:

Ronald J. Hags  
EEO Officer  
632 Hunt Valley Circle  
New Kensington, PA 15068  
724-335-6000

**Continued Appeal** - If the above steps still leave doubt about the fairness of treatment being received, contact:

Andrew R. Swank  
President - Swank Construction Company, LLC  
632 Hunt Valley Circle  
New Kensington, PA 15068  
724-335-6000

Should you feel further action is warranted after exhausting the steps outlined above, then appeal to:

Pennsylvania Department of Transportation [www.dot.state.pa.us](http://www.dot.state.pa.us)  
Project Inspector at Project Field Office or Bureau of Equal Opportunity  
P.O. Box 3251 Keystone Building  
400 N. Street Harrisburg, Pa 17109  
Phone: (717)787-5891 or 800-228-0676

or  
Pennsylvania Human Relations Commission [www.phrc.state.pa.us](http://www.phrc.state.pa.us)  
Pittsburgh Regional Office River Front Office Complex Philadelphia Regional Office  
11<sup>th</sup> Floor State Office Building 1101-1125 South Front Street 711 Philadelphia State office Building  
300 Liberty Ave Pittsburgh Pa 15222 5<sup>th</sup> floor Harrisburg, Pa 17104 1400 Spring Garden Street  
(412) 565-5395 TTY: 412-565-5711 (717)787-9780 TTY: 717-787-7279 Philadelphia, Pa 19130  
(215)-560-2496 TTY: 215-560-3599

Equal Employment Opportunity Commission [www.eeoc.gov](http://www.eeoc.gov)  
EEOC Philadelphia District Office EEOC Pittsburgh Area Office  
21 South 5<sup>th</sup> Street The Bourse Suite, 4<sup>th</sup> floor 1001 Liberty Avenue  
Philadelphia, Pa 19106-2515 Suite 300 Pittsburgh Pa 15222-41876  
215-440-2600 TTY: 215-440-2610 412-644-3444 TTY: 412-644-2720

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Andrew R. Swank - President