



**Swank Associated Companies, Inc.**

200 Hunt Valley Road  
New Kensington, PA 15068  
(724) 335-6000 Fax (724) 335-3834

**Ronald J. Hags**

EEO Officer

An Equal Employment Opportunity Company

**Equal Employment Opportunity Appeal Procedures**

**Monday, November 21, 2005**

**Notice to All Employees**

If you feel at any time that you have been discriminated against, with respect to hiring, upgrading, promotion, demotion, 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  
200 Hunt Valley Rd.  
New Kensington, PA 15068  
724-335-6000**

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

**Russell C. Swank, III  
President - Swank Associated Companies, Inc.  
200 Hunt Valley Rd.  
New Kensington, PA 15068  
724-335-6000**

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

**Pennsylvania Human Relations Commission - (412) 565-5395**

**or**

**Equal Employment Opportunity Commission - (412) 644-3444**

**Ronald J. Hags**

EEO Officer