



Equal Employment Opportunity Complaint Form

Section I:	
Name	Email
Address	Telephone Number
Section II:	
I believe that I have been (or someone else has been) discriminated against on the basis of:	
<input type="checkbox"/> Race/Color/ National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Sex	<input type="checkbox"/> Age
<input type="checkbox"/> Physical or Mental Disability	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Veteran Status	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Equal Pay	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Other _____
Date of Alleged Discrimination (month, day, year): _____	
Location of Alleged Discrimination: _____	
Section III:	
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as contact information of any witnesses. If more space is needed, please use the back of this form.	



Section IV	
Have you filed this complaint with any other federal, state, or local agency or court? () Yes () No	
If yes, which federal, state, local agency or court did you file this complaint with: _____	
Please provide contact information for the person you spoke to at the above agency:	
Name:	Title:
Agency:	
Address:	
Telephone:	

You may attach any written materials or other information that you think is relevant to your complaint.

Please sign and date this form before returning to the EEO Officer:

Signature

Date

If you need assistance completing this form, contact the EEO Officer, Ania Giannace Dixon, at 843-519-0884 or adixon@pdrta.org.

Pee Dee Regional Transportation Authority (PDRTA) is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Please submit this form in person at the address below, or mail to:

Pee Dee Regional Transportation Authority
Attn: EEO Officer
313 S. Stadium Rd.
Florence SC 29506



Equal Employment Opportunity (EEO) Complaint Process

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, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class, may file a written complaint with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination with the PDRTA office or EEO Officer. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

How to file an EEO Complaint

An EEO complaint must be filed no later than one hundred and eighty (180) days from the date the alleged discrimination occurred. Complainants are encouraged to submit EEO complaints in writing using the PDRTA's Complaint Form.

You may obtain an EEO Complaint form by one of the following methods:

Mail	Request a form in writing to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506
Website	www.pdrta.org
Phone	Request a form by calling PDRTA's EEO Officer at 843-519-0884

The complaint shall be in writing and include

- Full name, signature, address, and telephone number of the person making the complaint
- Time and date of the alleged discrimination
- A description of how, when, where the alleged discrimination occurred
- A description of why the person believes they were discriminated against, including a detailed description of why they believe they were treated differently than others
- Names and contact information of any witness
- Any other information relevant to the complaint

Filing a Complaint

The preferred method is to mail the complaint in writing using the EEO Complaint form. Complaints should be mailed to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506

Any complaint can be reported to PDRTA by dialing 843-519-0884. If it is determined that the complaint is an EEO complaint, the person will be asked to complete an EEO complaint form which will be sent to them via mail or email, based on their preference.



Assistance Filing a Complaint

In cases where a complainant is unable to provide a written statement, a verbal complaint of discrimination may be made to the EEO Officer by calling 843-519-0884. If the complainant needs assistance in-person, they may make an appointment with the EEO Officer. Appointments are held at the PDRTA Administrative Office, 313 S. Stadium Rd., Florence SC 29506. Under these circumstances, the EEO Officer will interview the complainant to assist with completion of the complaint form.

Investigation of EEO Complaints

All EEO complaints alleging discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class are recorded immediately upon receipt. All complaints will be investigated promptly, and reasonable measures will be taken as appropriate to preserve any information that is confidential.

Within fifteen (15) business days of receiving the complaint, the EEO Officer will provide written acknowledgement of the complaint. If the alleged action(s) violate(s) PDRTA's EEO policies, an investigation will be conducted. An investigation will include a review of the following: the circumstances under which the alleged discrimination occurred; relevant policies and practices related to the complaint; and statements relevant to the allegation. Whenever applicable, the EEO Officer will notify all appropriate parties regarding the disposition of the complaint. If a violation of PDRTA's EEO policies is determined, the EEO Officer will recommend appropriate corrective action. PDRTA investigates every case in a fair, consistent and timely manner. If at any time during the course of the investigation, a complainant fails to respond to communications from the EEO Officer after two requests, the complaint may be closed for failure to cooperate.

At any time during the process, the complainant should promptly notify the EEO Officer in writing if they:

- decide to withdraw the complaint;
- file a lawsuit against PDRTA or its employees
- change an address, telephone number or other contact information

After PDRTA has concluded its investigation, the EEO Officer will transmit to the complainant one of the following letters based on its findings: 1. A letter indicating PDRTA did not find a violation according to EEO statutes and regulations 2. A letter indicating that PDRTA is in violation of EEO statutes and regulations including corrective actions.

If the complainant wishes to appeal the decision, he or she may do so in writing to: PDRTA, Attn: Executive Director, 313 S. Stadium Rd., Florence SC 29506. If the complainant is dissatisfied with PDRTA's resolution of the complaint, they have the right to file a complaint with Civil Rights Officer at the Federal Transit Administration's Office of Civil Rights, Federal Transit Administration Office of Civil Rights, Attention: Civil Rights Officer, East Building, 5th Floor TCR, 1200 New, Jersey Avenue, SE, Washington, DC 20590, Region I Office Phone: (617) 494-2055, Fax: (617) 494-2865. The complainant may also file a complaint or appeal with any other agency they deem most appropriate at any time during the investigation process.