

M.D Miller Co. Inc  
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## EEO Complaint / Grievance Procedure

# Notifying the EEO Officer

The first step in filing a grievance is notifying the EEO Officer Travis Roop. You can do so by either calling him at 443-848-0493 or emailing him at [troop@marksmenco.com](mailto:troop@marksmenco.com). The eeo officer will let you know your rights and instruct you on filing a formal complaint.

# Filing a Formal Complaint

If you decide to file a discrimination complaint, you must do so within 15 days from the day you received notice from your EEO Counselor about how to file a complaint. This notice is sent to you after your final interview with the EEO Counselor. You must file your complaint at the same EEO Office where you received counseling. The 15-day deadline for filing a complaint is calculated in calendar days starting the day after you receive the notice. If the 15th calendar day falls on a Saturday, Sunday, or federal holiday, then the last day of the deadline is the next business day. MD Miller CO Inc is required to give you a reasonable amount of time during work hours to prepare the complaint. If you feel that you have not been given a reasonable amount of time, contact MD Miller Co Inc EEO Policy Officer Mark Miller 410-355-6080.

# What to Include in the Formal Complaint

Your discrimination complaint must contain the following:

- Your name, address, and telephone number;
- A short description of the events that you believe were discriminatory (for example, you were terminated, demoted, harassed);
- Why you believe you were discriminated against (for example, because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or retaliation);
- A short description of any injury you suffered; and
- Your signature (or your lawyer's signature).

# Once Formal Complaint is filed

After your complaint is filed, the MD Miller Co Inc will send you a letter letting you know it received your complaint. The MD Miller Co Inc will also review the complaint and decide whether your case should be dismissed for a procedural reason (for example, your claim was filed too late). If Md Miller Co doesn't dismiss your complaint, it will investigate it. If MD Miller CO does dismiss your complaint, you will receive information about how to appeal the dismissal. Should MD Miller CO dismiss your complaint without an investigation, you have 30 days from the day you receive MD Miller Co's dismissal to appeal.

In some cases, MD Miller CO will dismiss only part of the complaint and continue processing the rest. In this situation, you must wait until the MD Miller Co issues its final order on all the claims in your complaint before appealing the partial dismissal.

## **Investigation of Complaint**

MD Miller Co Inc has 180 days from the day you filed your complaint to finish its investigation. The investigation may be extended by another 180 days if new events are added to your complaint or if you file new complaints that must be added to your original complaint for investigation. You also have the right to agree to an extension of up to 90 days.

When the investigation is finished, the MD Miller will give you two choices: either request a hearing before an EEOC Administrative Judge or ask MD Miller Co to issue a decision as to whether discrimination occurred.

If more than 180 days pass and MD Miller Co Inc has not yet finished its investigation, you can wait for the agency to complete its investigation, ask for a hearing, or file a lawsuit in federal district court. Once you ask for a hearing, the complaint will be handled by an EEOC Administrative Judge.

## **Reaching a Voluntary Settlement**

At any time during the complaint process, MD Miller Co can offer to settle your complaint. You are not required to accept a settlement offer.

If you and MD Miller settle your complaint, it will be dismissed and no further action will be taken. Both you and MD Miller Co will be required to do what you promised to do in the agreement.

## **If MD Miller does not Comply with the Settlement**

If MD Miller Co does not comply in some way with the terms of your settlement agreement, notify the MD Miller Co's EEO Policy Director Mark Miller. You have 30 days from the day you first learned of MD Miller Co's failure to comply to give the EEO Director this notice.

MD Miller Co must respond to you in writing to try and settle the conflict. If MD Miller does not respond, or if you are not satisfied with MD Millers response, you can appeal to EEOC's Office of Federal Operations for a decision about whether the agency has complied with the terms of the settlement agreement. You must file your appeal within 30 days from the day you receive the MD Millers's response or, if MD Miller does not respond, after 35 days have passed from the day you notified the agency's EEO Director of MD Miller's failure to comply. You must give MD Miller a copy of your appeal. MD Miller will then have 30 days to respond.

## **Representation During the Complaint Process**

Although you don't have to be represented by a lawyer during the complaint process, you have the right to have a lawyer if you want one. You can also ask someone who is not a lawyer to represent you, or you can represent yourself. The EEOC will not represent you during the complaint process, and we will not appoint a lawyer to represent you.

## **Adding New Events to Your Complaint**

If new events that you believe are discriminatory take place after you file your complaint, you can add them to your complaint. This is called "amending" a complaint. To amend your complaint, you should write MD Millers's EEO Officer Travis Roop, describe what happened, and ask that the new events be included in your complaint.

After your letter is received, the EEO Officer will either add the new events to your complaint or send you to EEO counseling to discuss them with an EEO Counselor(Third Party). If you are sent to counseling and the matter cannot be settled there, you have the right to file a new complaint that includes the new events. The new complaint will later be combined with the original complaint.