



Policy Prohibiting Disability Discrimination and Retaliation

Purpose

This Complaint Procedure Policy outlines the process for employees to report incidents of discrimination, harassment, and/or retaliation in a manner that is simple, confidential, and reliable. This procedure ensures compliance with the requirements set forth by the EEOC.

Reporting Mechanisms

Employees may report complaints of discrimination, harassment, and/or retaliation using the following mechanisms:

1. Reports and complaints can be submitted in writing.
 - Please visit <https://reliablestaffing.com/online-complaint-form/> to fill out a complaint form. All forms are sent confidentially to hr@reliablestaffing.com
2. Verbal reports and complaints can be requested by leaving a message at **866-205-2787**.
 - Please leave your name, phone number, and state you would like to make a report or claim.
 - An HR representative will reach out to take your formal verbal statement.

Assistance for Non-English Speakers

If an employee requires assistance in reporting a complaint due to a language barrier, an interpreter will be provided upon request.

Any individual assisting in translation or interpretation must maintain strict confidentiality and is prohibited from discussing complaint details with anyone.

Investigation Process

All complaints will be promptly and thoroughly investigated.

Complainants of disability-based discrimination will receive written findings of the investigation results, along with a general description of any remedial actions taken, if applicable.

Appropriate remedial action will be taken to resolve complaints and to prevent future incidents.

Non-Retaliation Assurance

Retaliation against any employee who reports discrimination, harassment, or retaliation, or who participates in an investigation, is strictly prohibited.

Any retaliatory actions will result in disciplinary measures up to and including termination.

Confidentiality Commitment

All complaints and investigations will be handled with the highest level of confidentiality possible.

Information will only be shared on a need-to-know basis to ensure a fair and thorough investigation.