



“An Equal Opportunity Employer”

January 4, 2016

East Coast Asphalt EEO Officer Appointment Letter

East Coast Asphalt, LLC, does hereby appoint Jeff Ellis as Equal Employment Opportunity Officer. The contact information for Mr. Ellis is Listed Below.

Jeff Ellis
822 RC Drive
Douglas, GA 31535
Phone: 912-384-8114
FAX: 912-384-9665
Email: jeff@ecallc.net

As EEO Officer it will be the duty of Mr. Ellis to insure that East Coast Asphalt, LLC., operates at the highest standard and that the company stays compliant with the following operating statement: "It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training." It is the extended policy of this company to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act of 1964 and Executive Order No. 11246, of September 24, 1965. This policy pertains so far as the responsibility of this company is concerned, to any arrangement under which employees, including apprentices and trainees, are selected or referred for work.

If you have reason to believe that East Coast Asphalt, LLC., has failed in any aspect of the above policy and would like to submit a complaint please contact Mr. Ellis. Procedures for filing an official complaint are as follows:

1) Contact Mr. Ellis as soon as possible to report the incident. 2) Submit a written statement to Mr. Ellis detailing the action or actions that took place. Please include your contact information. 3.) An appointment will be made for you to meet with Mr. Ellis to discuss. 4.) After hearing your statement Mr. Ellis will investigate the incident to determine the course of action to be taken. Witnesses will be questioned and the party accused will give a statement. 5.) You will be kept informed of all findings and actions taken.

If you feel your complaint was not handled properly, please contact either the Georgia Department of Labor Coffee County office at (912)-389-4254, or The Equal Employment Opportunity Commission at 1-800-669-4000.

Ray Ricketson, Owner

Jeff Ellis, EEO Officer