



Works for You!

A person who believes they have been subjected to discrimination based on race, color, national origin, sex, age, creed (religion), or disability may submit a written complaint to JCI.

The complaint should include:

- The complainant's name and contact information
- The date and location of the alleged discriminatory action
- A description of what occurred and why the complainant believes discrimination occurred
- The name(s) of the person(s) responsible, if known
- The names and contact information of any witnesses, if applicable
- Any additional information or documentation that may assist with the investigation
- The corrective action or remedy being requested

Complaints may be submitted by the affected individual or by a representative. Complaints received by email or fax will be acknowledged and processed. Complaints received by telephone or in person may be documented in writing for the complainant's review and confirmation.

JCI prohibits intimidation or retaliation against any person who files a complaint or participates in a complaint investigation.

For questions about JCI's Title VI program or nondiscrimination requirements, please contact the Title VI Coordinator (Logan Thompson) at **919-743-8700, ext. 243** or **logan.thompson@jcindustries.com**.