

## **Greater New Haven Transit District**

840 Sherman Avenue, Hamden, CT 06514

Phone: 203.288.6282 Fax: 203.288.7471

## Filing an EEO Complaint

An EEO complaint must be filed no later than ten (10) days from the date the alleged discrimination occurred. This time limit will not apply to complaints of alleged unlawful practices of a continuous nature. Complainants must submit EEO complaints in writing by contacting GNHTD's EEO Officer.

## Each complaint must include:

- Name, address and contact of the complainant
- o Name of the person or department against which the charge is being made
- A statement of facts contributing to the alleged discrimination including the date(s) of such act(s)
- o A statement as to the basis for the alleged discrimination, and
- Name(s) of any witnesses to the alleged discrimination.

## Complaints should be submitted to:

Aida Lopez/EEO Officer Greater New Haven Transit District 840 Sherman Avenue Hamden, CT 06514

EEO.Officer@gnhtd.org

and/or

Mr. John H. Hayward, EEO Assistant Office of Contract Compliance Connecticut Department of Transportation 2800 Berlin Turnpike, P.O. Box 317546 Newington, CT 06131-7546

