

Rolling Plains Management Corporation Discrimination Complaint Procedure

Any person who believes Rolling Plains Management Corporation has subjected him or her or any specific class of individuals to unlawful discrimination may file a complaint of discrimination. Complaints are processed as outlined in these procedures.

Filing a Complaint:

Any person can file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Complainant's name, mailing address, telephone number and viable contact information
- The names of the person or persons involved in the alleged discrimination
- The name of the Rolling Plains Management Corporation program which the complainant applied
- How, where and why the complainant believes that they were discriminated against.
- The date(s) during which the alleged discriminatory actions occurred, or if occurring, the duration of such actions.
- The names, titles and contact information of persons who may have knowledge of or been witness to the discrimination.
- Other information that is deemed significant

The Discrimination Complaint Form may be used to submit the complaint information.

All complaints must be filed in writing no later than 180 days from the alleged date of discrimination to Rolling Plains Management Corporation at the following address:

Rolling Plains Management Corporation
119 N. First, P. O. Box 490
Crowell, Texas 79227

Rolling Plains Management Corporation encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily.
