

## EXHIBIT

Descriptor Code: AAC-E

### FILING A STATE OR FEDERAL DISCRIMINATION & HARASSMENT COMPLAINT

Most employment-related discrimination or harassment complaints:

- Statute of limitations is 300 days (NDCC 14-02.4-19)
- Complaints should be filed with:  
North Dakota Department of Labor  
Human Rights Division  
600 East Boulevard Ave, Dept. 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660 or 1-800-582-8032

Employee, student, or other person claiming to be aggrieved by a discriminatory practice with regard to public services or public accommodations:

- Complaints should be filed with:  
North Dakota Department of Labor  
Human Rights Division  
600 East Boulevard Ave, Dept. 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660 or 1-800-582-8032

Student harassment or discrimination complaints related to programs and activities that receive federal financial assistance:

- Statute of limitations is 180 days for most claims (28 CFR 35.170 and 34 CFR 100.7). There may be an exception for Section 504 claims.
- Complaints should be filed with:  
Chicago Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661

**POLICY ADOPTED: JANUARY 12, 2015**