



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**New York District Office**

**CLAIMS PROCEDURE NOTICE**

In re: Equal Employment Opportunity Commission v. SPS Temporaries, Inc., Professional Personnel Management Corporation, Jamestown Container Lockport, Inc., doing business as Jamestown Container Companies, Jamestown Container Corp., doing business as Jamestown Container Companies, and Whiting Door Corp. (04-CV-0052)

The Equal Employment Opportunity Commission (“EEOC”) is the U.S. government agency responsible for enforcing federal laws that prohibit discrimination in employment. On January 27, 2004, the EEOC filed a lawsuit in federal court alleging that SPS Temporaries, Inc. and Professional Personnel Management Corp (“SPS/PPMC”) discriminated against temporary employees and applicants for temporary employment based on their race, sex, national origin, age and disability status. EEOC recently settled the case and is now conducting a search for individuals who may have been subjected to discrimination by SPS/PPMC between January 1, 1999 and November 22, 2005. You contacted us and provided your name and contact information. This notice and the enclosed Claim Form have been sent to you at your request.

To participate in the settlement, you must fully and truthfully complete the enclosed form and return it by April 1, 2006. You must complete and submit the form even if you previously provided information to the EEOC or to another agency or attorney. The information you provide will enable the EEOC to determine whether you are eligible to participate in the settlement of the case and to receive a monetary award. It is important to provide all requested contact information because EEOC may contact you to obtain additional information regarding your claim.

If you submit the enclosed claim form, you will receive a letter in approximately September 2006 indicating whether you are eligible for a monetary award. If you are found eligible for an award and choose to accept it, you will be provided with a release form that you will be required to review, sign and submit before receiving your award. The release form serves to release the Defendants from any charges or claims of discrimination that you may have against them. In other words, to participate in the settlement, you must agree to give up any right to sue Defendants that you might have under federal discrimination laws. Monetary awards will be issued in two payments. Pursuant to the settlement agreement in this case, approximately 60% of the award will be paid in November 2007 and approximately 40% of the award will be paid in November 2009.

As set forth above, you must complete the enclosed Claim Form completely and submit it to: EEOC v. SPS Temporaries, Inc., Settlement Administrator, P.O. Box 1939, Burnsville, MN 55337 by April 1, 2006 to be considered for an award. Please make a copy of your Claim Form prior to submitting it to the EEOC. If you have any questions, you may call the Claims Hotline at 1-866-464-4961 to listen to our recorded answers to frequently asked questions or leave a message and someone will return your call. Also, you may visit [www.eeocspsettlemnt.com](http://www.eeocspsettlemnt.com) for more information about the case and submit emails with questions from that website.