



ODOT EXTERNAL CIVIL RIGHTS COMPLAINT

POLICY STATEMENT

It is the policy of the Oregon Department of Transportation to assure non-discrimination on the basis of race, color, religion, national origin or sex. Contractors are committed, through specific provisions in the contract, to non-discrimination in hiring, job assignment, promotion, lay-off, and termination, as well as keeping a harassment-free workplace.

Complaints alleging violation of civil rights by a contractor or subcontractor working on an Oregon Department of Transportation project, by an applicant or employee of the contractor or sub-contractor, or by an employee or agent of the Oregon Department of Transportation will be investigated.

ODOT encourages complainants to discuss their problems first with the ODOT Project Manager. However, if the complainant prefers to not contact the ODOT Project Manager, he/she may contact ODOT's Office of Civil Rights Unit at (503)986-4351. The discussion with the Project Manager or the Office of Civil Rights should be held as soon as possible after the alleged discrimination occurs. If the Project Manager is unable to resolve the complaint within three days after receipt or notice of the complaint, the Office of Civil Rights will conduct an investigation. If the Office of Civil Rights is contacted initially concerning the complaint, an investigation will begin immediately.

COMPLAINT

Type of Discrimination (race, color, religion, national origin or sex) or Harassment (sexual or racial):

Nature of Complaint (when and where incident occurred; who was involved; what was said):

NAME (PLEASE PRINT OR TYPE)
SIGNATURE AND DATE

Additional copies of this form may be obtained from the Project Manager's Office or ODOT's Office of Civil Rights.