

# EXTERNAL CIVIL RIGHTS COMPLAINT

## Purpose

This form is for Oregon Department of Transportation (ODOT) contractors, and their employees and subcontractors, to submit [Equal Employment Opportunity](#) (EEO) complaints reporting alleged discrimination or harassment to ODOT. The listed complaint may pertain to a contractor or subcontractor working on an ODOT project, an applicant or employee of the contractor or subcontractor, or an employee or agent of ODOT.

## Process

ODOT accepts EEO complaints related to ODOT projects from contractors, their employees and applicants, their subcontractors, and their subcontractors' employees and applicants. Complaints should be submitted and addressed as soon as possible after the alleged incident or incidents.

ODOT encourages complainants to work with their ODOT Resident Engineer (RE) first. A Project Manager (PM) can help the complainant contact the RE if needed. If the RE is unable to resolve a complaint within three days of receiving the complaint, the RE will forward it to the ODOT Office of Equity and Civil Rights (OECR) EEO Compliance Officer to begin an investigation. OECR may also choose to begin an investigation immediately in certain cases.

To submit this form electronically, complete all fields, then click the **Submit Form** button at the bottom. Or, print and complete the form and email it to [OCRInfoRequest@ODOT.Oregon.Gov](mailto:OCRInfoRequest@ODOT.Oregon.Gov).

It is also acceptable to submit an EEO complaint to ODOT without using this form. Include contact information and sufficient detail about what happened to support the complaint investigation.

To submit EEO complaints to ODOT by telephone, call **(503) 986-4350**.

To submit non-EEO civil rights complaints to ODOT, use the online [Discrimination Complaint Form](#).

For wage and hour complaints, contact [Oregon Bureau of Labor and Industries](#) (BOLI).

### Person Submitting Complaint:

PRINT NAME		DATE	
ADDRESS		CITY	STATE ZIP
PHONE	EMAIL		

### Type or types of discrimination or harassment:

- |                                |  |                              |   |  |
|--------------------------------|--|------------------------------|---|--|
| <input type="checkbox"/> Race  | <input type="checkbox"/> Religion        | <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Age | <input type="checkbox"/> Disability         |  |

DATE OF ALLEGED DISCRIMINATION	LOCATION OF ALLEGED DISCRIMINATION
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### Nature of complaint:

When and where incident(s) occurred; who was involved; what was said. (Continue on next page. Include additional pages if needed.)

### Policy Statement

ODOT contractors are committed, through specific provisions in their contracts, to nondiscrimination in hiring, job assignment, promotion, lay-off, and termination, as well as keeping a harassment-free workplace.

Federal Highway Administration (FHWA) [Form 1273](#), updated July 2022, specifies that contractors and subcontractors receiving FHWA funds must accept the following statement as operating policy:

- It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, sexual orientation, gender identity, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

ODOT OECR's [EEO Contractor Compliance](#) webpage provides guidance, including federal contract provisions in [Form 1273](#), and Code of Federal Regulations [23 CFR § 230.409](#). More information is available in ODOT's [EEO Assurances Report](#).

#### Signature and Submission:

SIGNATURE OF PERSON SUBMITTING COMPLAINT

SIGNATURE DATE

#### Submit complaint electronically

Click the button below:

**Mailing address:** ODOT Office of Equity and Civil Rights  
Attn: EEO Officer  
800 Airport Rd SE  
Salem, OR 97301