



## External Discrimination Complaint Form

Mail the signed form to City of Austin, Human Resources EEFHO, PO Box 1088, Texas 78767-1088 or fax to 512/974-3278.

Last Name		First Name		
Mailing Address		City	State	Zip
Telephone	Alternate Telephone	E-mail Address		
Please indicate the basis of your complaint:				
Race _____		Age _____		Origin _____
Color _____		Gender _____		Disability _____
Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).				
If applicable, please provide a description and the exact location of the non-accessible feature.			(Street Name)	
Please provide comments, suggestions, or other information that may assist us in providing a better service to you.			(Street Name)	
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.				

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Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional pages, if necessary).

Name	Address	Telephone
1 .		
2 .		
3 .		
4 .		

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- U.S. Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- Office of Federal Contract Compliance Programs
- U.S. Equal Employment Opportunity Commission
- U.S. Department of Justice
- Other

Have you discussed the complaint with any City of Austin representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

**We cannot accept an unsigned complaint. Please sign and date the complaint form below.**

<b>Complainant's Signature</b>	<b>Date</b>
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FOR OFFICE USE ONLY	
Date Complaint Received:	Case #:
Processed by:	Date Referred:
Referred to: TXDOT USDOT FHWA FTA OFCCP	Other