

# Civil Rights Discrimination Complaint Form

## Instructions:

### You MUST file your complaint within 180

**calendar days of incident.** You are not required to use this form to file a complaint. In your complaint, explain in as much detail as possible, how you were discriminated against. Include all relevant names and dates. Attach any additional documentation, as necessary, to your complaints. Someone from the Office of Civil Rights will be in contact with you **within seven (7) business days** of receiving the complaint.

## Submit complaint to:

Montana Department of Transportation  
Office of Civil Rights  
2701 Prospect Avenue, PO Box 201001  
Helena, MT 59620-1001  
Email: [mdtcrform@mt.gov](mailto:mdtcrform@mt.gov)  
Voice: (406) 444-6334  
TTY: (800) 335-7592  
Fax: (406) 444-7243

For additional copies of this document, please contact the EEO Specialist at: 406-444-6334.

## Complainant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact:

- Phone
- Email

I am filing a complaint on behalf of:

- Self
  - Someone else (Specify who)
- \_\_\_\_\_

## Complaint (Mark all that apply)

- Harassment
- Hostile Work Environment
- Retaliation

## Basis of Complaint: (Mark all that apply)

Federal & State Protected Classes

- Age
- Color
- Disability
- Gender Identity
- Income Level
- Limited English Proficiency
- National Origin
- Race
- Sex
- Sexual Orientation

## Complaint Details

Name of individual(s) you are filing the complaint against:

\_\_\_\_\_

Name & Contact Info of Witness(es):

\_\_\_\_\_

\_\_\_\_\_

Date of last alleged act of discrimination:

\_\_\_\_\_

Description of why you are filing your complaint: (attach additional pages if needed)

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Montana Only Protected Classes

- Ancestry
- Gender Expression
- Genetic Information
- Mental / Physical Disability
- Military Service / Veteran Status
- Parental / Marital Status
- Political or Religious Affiliations/Ideas
- Pregnancy
- Childbirth
- Medical conditions related to Pregnancy / Childbirth
- Religion / Creed
- Social Origin / Condition
- Vaccination Status or Possession of Immunity Passport

Signature

Date

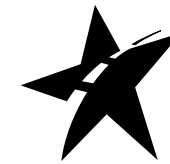
## Non-Discrimination Authorities

- \* **Title VI of the Civil Rights Act of 1964** (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- \* **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- \* **Federal-Aid Highway Act of 1973**, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- \* **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- \* **Airport and Airways Improvement Act of 1982**, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- \* The **Civil Rights Restoration Act of 1987**, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- \* **Titles II and III of the Americans with Disabilities Act**, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

## Authorities (continued)

- \* **The Federal Aviation Administration's Non-Discrimination statute** (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- \* Executive Order 12898, Federal Actions to Address **Environmental Justice** in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- \* Order 13166, Improving Access to Services for Persons with **Limited English Proficiency**, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- \* Title IX of the **Education Amendments of 1972**, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 et seq.).
- \* Executive Order 13672 prohibits discrimination in the civilian federal workforce on the basis of gender identity and in hiring by federal contractors on the basis of both sexual orientation and gender identity.
- \* Mont. Code Ann. § 49-3-205 Governmental services;
- \* Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- \* Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

This document is printed at state expense. Information on the cost of producing this publication may be obtained by contacting the Department of Administration.



**MONTANA**  
Department of Transportation

## Non-Discrimination & Accessibility

ADA, Title VI, and Title VII

**For more information on at ADA, Title VI, Title VII, or non-discrimination at MDT, visit our website:**

[mdt.mt.gov/business/contracting/civil/eeo.aspx](http://mdt.mt.gov/business/contracting/civil/eeo.aspx)

*Montana Department of Transportation (MDT) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the basis of protected classes by its employees or anyone with whom MDT chooses to do business.*

**If you believe discrimination is occurring in any of MDT's programs or services, please contact:**

**Montana Department of Transportation  
Office of Civil Rights**  
Department of Transportation  
2701 Prospect Avenue, PO Box 201001  
Helena, MT 59620-1001  
Voice: (406) 444-6334  
TTY: (800) 335-7592  
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Alternative accessible formats of this document will be provided on request. Persons who need an alternative format should contact the Office of Civil Rights, Department of Transportation, 2701 Prospect Avenue, PO Box 201001, Helena, MT 59620-1001. Telephone: (406) 444-5416 or Montana Relay Service at 711.

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