



EXTERNAL DISCRIMINATION COMPLAINT

Instructions: Complete and sign this form and then mail or fax it to the Kentucky Transportation Cabinet.

Address:
Kentucky Transportation Cabinet
Office for Civil Rights & Small Business Development
200 Mero Street, 6th Floor West
Frankfort, KY 40622

Fax:
Kentucky Transportation Cabinet
Office for Civil Rights & Small Business Development
Attn: Discrimination Complaint Coordinator
(502) 564-2114

SECTION 1: COMPLAINANT INFORMATION

FIRST NAME	MI	LAST NAME	PHONE	ALTERNATE PHONE	EMAIL ADDRESS
MAILING ADDRESS (<i>street</i>)			CITY	STATE	ZIP

SECTION 2: COMPLAINT DETAILS

Please indicate the basis of your complaint:

- | | | | |
|--------------------------------|-------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Gender | <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Color | <input type="checkbox"/> Disability | <input type="checkbox"/> Limited English Proficiency (LEP) | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Age | <input type="checkbox"/> Low Income | | |

Provide the date and place(s) of the 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 than you. (*Attach additional pages if necessary.*)

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. Tell what action you took which you believe was the cause for the alleged retaliation. (*Attach additional pages if necessary.*)

Names of individuals, agency, or department responsible for the discriminatory action(s):

	<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____



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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.)*

	<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation. *(Attach additional pages if necessary.)*

Photographs submitted with complaint? Yes No

SECTION 3: ACTIONS

Have you filed, or do you 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.)*

- | | |
|--|---|
| <input type="checkbox"/> U.S. Department of Transportation _____ | <input type="checkbox"/> Office of Federal Contract Compliance Programs _____ |
| <input type="checkbox"/> Federal Highway Administration _____ | <input type="checkbox"/> U.S Equal Employment Opportunity Commission _____ |
| <input type="checkbox"/> Federal Transit Administration _____ | <input type="checkbox"/> U.S. Department of Justice _____ |
| <input type="checkbox"/> Other _____ | |

Have you discussed the complaint with any KYTC representative? Yes No
If yes, provide the name, position, and date of discussion.

Name of KYTC Representative	Position of Representative	Date of Discussion

Do you have an attorney regarding this matter? Yes No
If yes, please provide attorney's contact information.

Name of Law Firm	Name of Representing Attorney
Mailing Address	Phone

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

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

_____ **Complainant's Signature** _____ **Date**

FOR OFFICE USE ONLY

Date Complaint Received: _____ Case #: _____
 Processed by: _____ Date Referred: _____
 Referred to: U.S. DOT FHWA FTA OFCCP Other _____