

## ANNUAL EQUAL EMPLOYMENT SUBMISSION

Contractors are required to provide the Montana Department of Transportation (MDT) with an annual (January 1 thru December 31) Equal Employment Opportunity (EEO) submission.

The EEO requirements/guidelines are found in the **FHWA 1273, paragraph II. NON-DISCRIMINATION** and available at:

[http://www.mdt.mt.gov/publications/docs/forms/dbe/eeo\\_board/fhwa-1273.pdf](http://www.mdt.mt.gov/publications/docs/forms/dbe/eeo_board/fhwa-1273.pdf).

***THE COMPANY EEO OFFICER MUST READ THIS SECTION FOR INSTRUCTIONS.***

**EVERY PRIME CONTRACTOR AND ALL SUBCONTRACTORS MUST SUBMIT AN ANNUAL EEO SUBMISSION PRIOR TO ANY CONTRACT RELATED WORK BEING PERFORMED.**

The **PRIME** contractor is **responsible** for insuring that all subcontractors have an approved EEO Submission on file with MDT Civil Rights Bureau (CRB).

To view a list of approved EEO Submissions, go to:

[http://www3.mdt.mt.gov:7782/mttpic/mttpic.tplk0015.eeo\\_init](http://www3.mdt.mt.gov:7782/mttpic/mttpic.tplk0015.eeo_init)

***WITHOUT AN APPROVED EEO SUBMISSION, THE MDT ENGINEER PROJECT MANAGER (EPM) WILL DENY YOU ACCESS TO THE PROJECT SITE.***

The annual submission consists of:

- **Policy Statement**
- **Designation of EEO Officer (EEOO)**

***NOTE: CONTACT MDT IMMEDIATELY IF THE EEOO IS REPLACED.***

- **Employee Discrimination Procedure**
- **Employee Discrimination Form**

This submission meets the EEO requirements for Federal-Aid Highway Construction Projects.

Fill in the required fields and submit the electronic version by clicking on the submit button or mail (keep a copy in your files) to:

EEO Submission-Civil Rights Bureau  
Montana Department of Transportation  
2701 Prospect Avenue  
Helena MT 59602-1001  
406-444-6331 phone  
406-444-7643 fax  
406-444-7696 TTY

If you need an approval letter immediately, please email Andy Hyatt-Marcucci at:

[ahyattmarcucci@mt.gov](mailto:ahyattmarcucci@mt.gov).

When we approve your EEO submission, you will receive an email with directions where to obtain the necessary posters. It also provides instructions regarding bulletin boards and certified payrolls (be sure to provide to your payroll person).

Along with your approval letter, your Annual EEO Submission is to be placed in an area at your company office which is readily accessible to employees, applicants for employment and potential employees. At the project site, you need to have a copy of the approval letter and EEO submission on your bulletin board.

If you need assistance, please call 406-444-6331.

Thank you.

Revised November 18, 2011



Montana Department of Transportation  
Civil Rights Bureau

PO Box 201001  
Helena, MT 59620-1001  
Phone: (406) 444-7276 Fax: (406) 444-5411 TTY: (406) 444-7696  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

**Annual Equal Employment Submission: Valid January 1, 2012 – December 31, 2012**

Company Name:		Email:	
Address 1:	City:	State:	Zip:
Address 2:	Phone:	Fax:	

**POLICY STATEMENT**

It is the policy of this company, **(Company Name)**, to assure that applicants are employed, and that employees are treated during employment, without regard to their age, marital status, sex (includes gender, maternity and sexual harassment), race, national origin, color, disability (mental or physical), creed, religion or genetic information. 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, pre-apprenticeship and/or on-the-job training.

\_\_\_\_\_  
Company Officer and Title

\_\_\_\_\_  
Current Date

\*The company officer must be someone who is an executive of the company and who shares legal liability for the company's actions including complying with EEO obligations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Company Name**  
**Address1**  
**Address2**  
**City, State Zip**  
**Phone number**  
**Fax number**  
**E-mail address**

**Valid January 1, 2012 – December 31, 2012**

The Company EEO Officer for **(COMPANY NAME)** is \_\_\_\_\_ **(NAME)** \_\_\_\_\_. **He/she** will effectively establish and administer the Company's Affirmative Action Program. **He/she** will have the meaningful backing and cooperation of Company management in order to effectuate a civil rights program. Open communication with minority group and female organizations will be established and maintained. **He/she** will provide training to project supervisory personnel relative to their EEO responsibilities and will perform complaint investigations as the need arises.

\_\_\_\_\_  
Company Officer and Title

\_\_\_\_\_  
Current Date

\_\_\_\_\_  
Email address of EEO Officer

\*The company officer must be someone who is an executive of the company and who shares legal liability for the company's actions including complying with EEO obligations.

\_\_\_\_\_ **Company Name**  
 \_\_\_\_\_ **Address1**  
 \_\_\_\_\_ **Address2**  
 \_\_\_\_\_ **City, State Zip**  
 \_\_\_\_\_ **Phone number**  
 \_\_\_\_\_ **Fax number**  
 \_\_\_\_\_ **E-mail address**

### **EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE**

The purpose of this procedure is to resolve issues at the lowest possible level. The failure of a complainant to report the alleged incident within ten (10) working days in no way precludes filing with other agencies within specified times, normally 180 days. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

It is the policy of **(COMPANY NAME)** to provide a complete and impartial system of investigation and corrective action concerning any and all alleged discrimination complaints against employees or applicants of this company. The following procedure will be made available to and discussed with all employees:

- STEP 1:** Any employee or applicant of **(COMPANY NAME)** who feels he/she has been discriminated against may file a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. This communication should be made within ten (10) working days of the alleged incident. Complaint forms can be found on the company bulletin board.
- STEP 2:** For federal-aid highway projects, the firm's EEO Officer will forward a copy of the complaint report to the Montana Department of Transportation's Civil Rights Bureau within seven (7) days of the complaint's receipt by the company.
- STEP 3:** Within seven (7) days of the receipt of the complaint, the Company EEO Officer will meet with the affected persons in order to try and resolve the complaint. A conciliation conference will be held. Attendees at this conference should include, at a minimum, the complainant, the person against whom the complaint is filed and the Company EEO Officer.
- STEP 4:** If the complaint is resolved at the conciliation conference, a "Statement of Resolution" will be prepared and signed by the Company EEO Officer, the complainant and the person(s) against whom the complaint was filed. The "Statement of Resolution" will be specific in detailing any mutual agreement made by the respective parties involved.
- STEP 5:** For federal-aid highway projects, the Company EEO Officer will prepare a "Report of Investigation" at the conciliation conference which will be specific in detailing each step of his/her investigation. This report must include, but not be limited to: (a) a listing of all persons interviewed and results of those reviews; (b) minutes and results of the conciliation conference; (c) if appropriate, the signed Statement of Resolution. This Report of Investigation will be forwarded to the Montana Department of Transportation's Civil Rights Bureau, within fifteen (15) days from the date of the conciliation conference.

Notice should be given to other contracting agencies as appropriate.

For federal-aid highway projects, if the complaint cannot be resolved at the contractor level, the complainant or respondent (contractor) may request that the Civil Rights Bureau investigate the complaint. The Civil Rights Bureau will conduct its investigation and make recommendations to both parties within sixty (60) days after being asked to do so.

The complainant will be advised of his/her other avenues of complaint or appeal which are:

- **Montana Human Rights Bureau**  
**P.O. Box 1728**  
**Helena, MT 59624-1728**  
**1-406-444-2884**  
**1-800-542-0807**  
**TDD at (406) 444-9696**
- **U. S. Equal Employment Opportunity Commission (EEOC)**  
**Seattle Field Office-Federal Office Building**  
**909 First Avenue, Suite 400**  
**Seattle, WA 98104-1061**  
**1-800-669-4000**  
**FAX: 206-220-6911**  
**TTY: 1-800-669-6820**
- **State or Federal Courts**

The anti-discrimination laws give you a limited amount of time to file a charge of discrimination. In general, you need to file a charge within 180 calendar days from the day the discrimination took place.

Should the complaint not be on a Federal-aid highway project, the company EEO Officer shall inform the complainant of other proper avenues of appeal.

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Company Officer and Title

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Current Date

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