

Form Word: 2840-3f - Standardized Complaint Form

Section: Equal Employment Opportunity

Office/Department: Office of EEO

Reports To: Division of Admin/Gen Counsel

Contact: 404-631-1000

Georgia Department of Transportation

Standardized Complaint Form

Prior to filing a complaint, please read the Department's Complaint Policies, available online on [myGDOT](#) in Policies & Procedures.

Employee Information		
Employee's Name:	Job Title:	Division /District/Work Unit:
Employee ID:	Daytime Phone:	Mailing Address:
Complaint Information		
Date of Occurrence:	Have you discussed this issue with your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> no	Supervisor's Name:
Note: Must be within 10 days of filing.	Date(s) of discussion:	Supervisor's Phone:
Issue(s)		
Is this issue related to (check as many as apply):		
<input type="checkbox"/> Race ¹ <input type="checkbox"/> Color ² <input type="checkbox"/> Religion ³ <input type="checkbox"/> Sex (including pregnancy, sexual orientation, and gender identity)		
<input type="checkbox"/> National Origin ⁴ <input type="checkbox"/> Disability ⁵		
<input type="checkbox"/> Age ⁶ <input type="checkbox"/> Religion <input type="checkbox"/> Sexual Harassment		
<input type="checkbox"/> Retaliation for having filed or participated in a previous complaint of unlawful discrimination		
¹ Race discrimination involves treating someone unfavorably because a person is of a certain race or because of personal characteristics associated with race. ² Color discrimination occurs when a person is discriminated against based on his/her skin pigmentation (lightness or darkness of the skin), complexion, shade or tone. ³ Religious discrimination involves treating people unfavorably because of a person's religious affiliation or belief. ⁴ National origin discrimination involves treating people unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background. ⁵ Disability discrimination occurs when an employee or applicant is treated less favorably because the person has a history of a disability or because the person is believed to have a physical or mental disability. ⁶ Age discrimination forbids discrimination against people who are age 40 or older.		
Group Complaint: If this is a group complaint, attach a list of all employees who are parties to the complaint. The list must include each employee's name, Employee Identification Number, daytime phone number, and signature. The list must also designate one employee as spokesperson for the group.		

Complaint Details: Please explain the basis of your complaint, including any unfavorable employment decision/condition that is the subject of the complaint. Describe what happened, when and where. Please provide as much detail as possible about the employment related problems that you are experiencing as a result of the alleged unlawful harassment. Also include the names of other individuals involved. Attach any supporting documentation.

Relief Requested: Indicate the action(s) that would resolve your complaint.

My signature indicates that the information contained on this form and attachments to this form is true and factual to the best of my knowledge.

Employee Signature

Date

Group Complaint: If this is a group complaint, attach a list of all employees who are parties to the complaint. The list must include each employee's name, Employee Identification Number, daytime phone number, and signature. The list must also designate one employee as spokesperson for the group.

Deliver, mail, or fax this form to your District EEO Review Officer
or to the Equal Employment Opportunity Office at:

One Georgia Center
600 West Peachtree St., NW
Suite 700
Atlanta, GA 30308
FAX: (404) 631-1943

For Equal Employment Opportunity Office Use Only

Received On: _____ Received By: _____

Note: Complaint is not officially filed until this form is received by the Office of Equal Employment Opportunity.

References:

None.

History:

annual review: 08/31/23;

copied to GDOT Publications v.02.00.00: 04/02/12