

EEO Policy Check List

In an ongoing effort to ensure compliance on VTrans federally funded projects the Prime contractor is required to submit copies of their EEO Policies and the EEO Policy Check List prior to the start of construction to the Civil Rights Drawer in Doc Express for approval.

Civil Rights will send the company EEO Officer an e-mail communication outlining information relevant to this requirement.

Date:

Project Name & Contract Number:

Required Policies

Equal Employment Opportunity (EEO) Policy that includes:

Required contract language from the [FHWA 1273](#).

Harassment policy.

Complaint procedure and Complaint form.

Sample documents can be found in our online [Contractor Center](#).

Additional guidance can be found in the [Equal Opportunity Toolkit for Contractors](#).

Comments:

Please contact [Sonya Boisvert](#) 802-279-1330 with questions.