

EEO Policy Checklist

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 notify the company EEO Officer via e-mail, which project documents are required for.

Date:

Do you currently have an approved EEO submission for the 2024 Construction Season?

If YES, please provide project name and number:
and upload this form to the Civil Rights Drawer in
Doc Express.

If NO, please complete the information below and submit check list with your policies.

Project Name & 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.