



EEO Department
547 W Jackson Blvd
Chicago, IL 60661

Phone: (312) 322-8919
Fax: (312) 322-4273
Email: metraeeo@metrarr.com

EEO Complaint Form

This form is used to file a complaint of discrimination under Title VII of the Civil Rights Act of 1964 and related statutes.

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, religion, sex (gender), national origin, and sexual harassment. In addition, Metra's EEO Policy identifies gender identity, genetic information, disability, and veteran's status as other forms of employment discrimination under Title VII.

The following information is necessary to process your complaint. If you required any assistance in completing this form, please contact the EEO Department at (312) 322-8919.

Section 1 – Complaint Information (please print)

Last Name:	First Name:	Employee ID: (For Employees Only)
Title: (For Employees Only)		Manager: (For Employees Only)
Mailing Address:		
City:	State:	Zip Code:
Telephone:	Email Address:	
Date of Alleged Discrimination or Incident:	Location of Alleged Discrimination of Incident:	

Section II – Check the appropriate type(s) of discrimination you are alleging:

Race _____	Age (40 or older)	Pregnancy
Color	Sexual Orientation	Genetic Information
Religion	Sexual Harassment	Retaliation
National Origin	Disability	Arrest/Conviction
Sex	Marital Status	Veteran Status
Gender Identity	Military Status	Citizenship Status



Describe the nature of your complaint. Please identify specific acts, incidents, or events and the dates of occurrence. Specify how you believe you were discriminated against (use additional sheets if necessary).

Please list any witness(es) – name, title, contact number – to the alleged discriminatory act:



If you file this complaint with any court, administrative agency such as, the United States Equal Employment Opportunity Commission (EEOC) or the Illinois Department of Human Rights (IDHR), or any other external forum, Metra's EEO Department will administratively close your case and respond accordingly to the investigative agency.

If you choose to file with the EEOC, you must file the complaint within (300) calendar days from the date of the alleged discrimination in order to protect your rights. You should contact the nearest EEOC office for additional information about filing a complaint with the EEOC.

If you choose to file with the IDHR, you must file the complaint within (180) calendar days of the most recent act of alleged discrimination in order to protect your rights. You should contact the nearest IDHR office for additional information about filing a complaint with the IDHR.

By checking the box and signing (or typing) my name and date below, I hereby affirm that the information in this complaint intake form is true and correct to the best of my knowledge, information, and belief.

Complainant's Signature

Date

Upon completion of this form, please submit it to:

Metra
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