

## **PORT OF PORTLAND DISCRIMINATION COMPLAINT PROCEDURES**

These procedures are for all complaints of discrimination, other than employment discrimination by the Port of Portland. They apply to discrimination by the Port, by contractors, concessionaires, lessees, or tenants of the Port, or at Port facilities based upon race, creed, color, national origin, gender, or disabilities including but not necessarily limited to complaints under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. They cover any program or activity administered by the Port of Portland.

Complaints regarding employment discrimination by the Port of Portland must be filed with the Port's Human Resources Department.

Any person who feels that he or she has been subjected to discrimination on the basis of race, creed, color, national origin, or gender has the right to file a complaint with the Port. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Department of Transportation or Federal Aviation Administration, or to seek private legal counsel regarding discrimination.

### **Procedure**

1. Complaints must be filed within 180 days after the discriminatory event, must be in writing, and must be delivered to:

**Civil Rights Officer – Title VI Complaints**  
Port of Portland  
7200 NE Airport Way  
PO Box 3529  
Portland, OR 97218

If a complaint is initially made by phone, it must be supplemented with a written complaint within 180 days after the discriminatory event. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

2. Complaints alleging what amounts to a violation by the Port or by contractors, concessionaires, leasees, or tenants of the Port, relative to the Port's aviation activities, of Title VI of the Civil Rights Act of 1964 will be forwarded to the Federal Aviation Administration. For information on filing a complaint with DOT/FAA contact the Civil Rights Officer – Title VI Complaints.
3. The Port's investigator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible.
4. The Port will issue a written decision.