City of Portland Sweatshop Free Procurement Policy
Public Complaint Registration Form: Non-Compliant Contractor

Use this form to file a complaint with the City of Portland Procurement Services regarding a current City Contractor that, based on substantial evidence, is suspected to be non-compliant with the City's Code of Conduct for Apparel Contractors. Upon receipt of the complaint, the City will review the evidence, investigate the claims, and pursue remedial actions as applicable and in accordance with the City of Portland Sweatshop Free Procurement Policy Administrative Rules. Complete information must be filed in order to register a complaint. **(* indicates a required field)**

Return the completed form using the "submit" button or by mail to: City of Portland Procurement Services, Attn: Chief Procurement Officer, 1120 SW 5th Avenue, Rm 750, Portland, OR, 97204, USA

Complainant Information

To the extent permitted by state law, the City will endeavor to maintain the confidentiality of all complainants requesting public anonymity who register a complaint pursuant to this provision (See, ORS Ch. 190, Oregon State Public Records Act).

Are you requesting your name and related identity information to remain confidential?*

☐ Yes ☐ No

Complainant Name:* _____ Phone:* _____

Street Address:* _____

City/State/Country:* _____

Email: _____

Spoken Language(s):* _____

Affiliation (Union group, non-profit, Company, etc.):* _____

Alleged Non-Compliant City Contractor Information

Company Name:* _____

Facility Name:* _____

Facility Street Address:* _____

Facility City/State/Country:* _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility:* _____

Details of Alleged Non-Compliance*

Provide details of the non-complaint actions committed by the named City Contractor. Include references to dates, patterns of reoccurrence, and any other specifics that help define the extent of the violations. Attach copies of evidence, as applicable (timesheets, written notices, etc.). Use additional space on the next page, if necessary.

Notice

The City may seek reimbursement for any cost associated with investigating complaints if it is found to be in the City's best interest to do so.

Details of Alleged Non-Compliance (continued from previous page)