

## **FiftyForward Title VI of the Civil Rights Act Complaint Policy and Procedure**

Anyone alleging race, color or national origin discrimination against FiftyForward employees may, within 180 days of the incident, file a complaint with Human Resources Director and Title VI Coordinator, Tammy Deason, in accordance with the following procedure:

- A. Instruct the complainant to submit the complaint in writing using either the FiftyForward Title VI Discrimination Complaint form, an email or letter. The form may be filled out by the complainant, their representative or the Title VI Coordinator. A verbal complaint may be taken, but then must be written on the FiftyForward Title VI Discrimination Complaint form.
- B. The complaint will be recorded on the FiftyForward Title VI Complaint Log.
- C. The original copy of the complaint including any pertinent documentation will be sent to the appropriate state department Title VI Coordinator. A copy will be given to the complainant with a copy retained by FiftyForward.
- D. A certified letter acknowledging receipt of the complaint will be mailed to the complainant within five (5) business days from the date of the complaint.
- E. Fact finding will be conducted within 30 calendar days of the receipt of the complaint. FiftyForward's Title VI Coordinator is responsible for conducting this initial investigation.
- F. Investigation findings will be reported to the appropriate state department Title VI Coordinator within ten (10) business days of the completion of the investigation. If the report includes a finding of violation of Title VI, a proposed remedial action will be included in the report. Within ten (10) business days after this report, the written findings will be given to the complainant. At this time, the complainant will be informed of their right to appeal to the state and/or federal level if there is disagreement with investigation findings or the proposed remedial action. A written appeal form will be provided for the complainant to complete. The appeal must be filed within 30 calendar days of receipt of the written findings.
- G. FiftyForward's Title VI Coordinator will forward to the appropriate state or federal level coordinator a copy of the original complaint, the findings, the proposed action, and the request for appeal within ten (10) business days after the appeal is received.
- H. If a complaint involves other issues, in addition to discrimination based on race, color or national origin, the FiftyForward Grievance Policy and Procedures will be followed to determine resolution of those issues.

Tammy Deason, Human Resources Director and Title VI Coordinator  
FiftyForward  
174 Rains Avenue  
Nashville, TN 37203  
[tdeason@fiftyforward.org](mailto:tdeason@fiftyforward.org)  
Phone: (615) 743-3408