

Title VI

The Dawn of Hope fully supports Title VI of the Civil Rights Act which is intended to ensure that all persons, regardless of their race, color, or national origin, are allowed to participate in federally funded programs.

The Tennessee Department of Intellectual & Developmental Disabilities (DIDD) has adopted the following provisions applicable to Title VI:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or facility receiving federal assistance.”

Any Dawn of Hope staff failing to comply with, or impeding the intent of, Title VI of the Civil Rights Act will be subject to disciplinary action up to, and including, dismissal.

All employees are advised of their right to appeal a denial of basic civil or human rights under Title VI. The procedures for registering a complaint for Title VI rights violations are as follows:

- a. All Complaints are to be made in writing to the Chief Executive Officer. The complaint may be mailed to P.O. Box 30, Johnson City, TN 37681 or delivered in person to 500 East Oakland Avenue, Johnson City, TN 37601. The CEO will forward a copy of all Title VI complaints to the appropriate Federal and/or state agency responsible for investigating complaints of discrimination on the basis of race, color, or national origin in the use of its funds.
- b. The Incident Review Coordinator will maintain the Title VI Complaint Log which will include the case number of each Title VI complaint, the date the complaint was received and logged, the name of the complainant, all relevant dates and results of meetings regarding the complaint, and the date and result of the solution, if any, to the complaint.
- c. Each complaint received will be assigned a case number by the Incident Review Coordinator and will be processed and logged into the Title VI Complaint Log within five (5) working days. A committee composed of the CEO, the COO, the Incident Review Coordinator, and a member of the company's Human Rights Committee, will review and prepare and answer for each complaint.
- d. A written reply will be made to each complaint received within two weeks of the date the complaint is received and logged. If the reply is not acceptable to the complainant, the matter may be referred to the Executive Committee of the Dawn of Hope Board of Directors at the earliest scheduled meeting of the committee. The decision of the governing board will be considered final.

Note:

Each Federal agency that provides Federal financial assistance is responsible for investigating complaints of discrimination on the basis of race, color, or national origin in the use of its funds. If you believe that you or others protected by Title **VI** have been discriminated against, you may file a complaint with the Federal agency that provides funds

for the program where you believe the discrimination is occurring. A signed, written complaint should be filed with the appropriate Federal agency, generally within 180 days of the date of the alleged discrimination. It should describe:

- a) Your name, address, and telephone number.
- b) Your complaint must be signed. If you are filing on behalf of another person, include your name, address, telephone number, and your relation to that person (e.g., friend, attorney, parent, etc.)
- c) The name and address of the agency, institution, or department you believe discriminated against you.
- d) How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals whom you allege discriminated against you, if you know them.
- e) The names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.

Title VI complaints may also be filed with the state of Tennessee at:

<https://www.tn.gov/hr/title-vi.html>

Title VI complaints may also be filed at the federal level by visiting:

<https://civilrights.justice.gov/report/>