

---

## Title VI of the 1964 Civil Rights Act

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) prohibits discrimination based on race, color or national origin in programs or activities receiving federal financial assistance. This Act is a federal law that protects person(s) from this type of discrimination through the distribution of Federal funds and/or services through programs at BrightRidge.

It is the policy of BrightRidge that: **No person in the United States shall, on the ground or race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

The following steps should be taken to file a Title VI complaint:

- Submit your complaint in writing and include your name, address and telephone number. Your complaint must be signed and filed within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.) must be included.
- The written complaint must include the name and address of the employee or department alleged to have committed the discriminatory act.
- The written complaint must describe the how, why and when the alleged discriminatory act occurred. Include as much background information, as well as other relevant information, as applicable about the alleged act of discrimination.
- The written complaint should include the names, addresses and phone numbers of any witnesses, if known, that the investigation may contact for additional information to support or clarify the allegations.
- The written complaint should be mailed to:

BrightRidge  
Attn: Title VI Coordinator  
2600 Boones Creek Road  
Johnson City, TN 37615

Upon receipt of the complaint, BrightRidge's Title VI Coordinator will evaluate jurisdiction, the need for additional information and investigate the merit of the complaint. If the complaint is filed by an internal party at BrightRidge, BrightRidge's Title VI Coordinator does not have jurisdiction and will forward it to an appropriate agency for investigation.

If BrightRidge's Title VI Coordinator has jurisdiction to investigate, they will investigate the complaint based upon information provided by the complainant and involved persons, summarize investigation findings in a memorandum, notify the Tennessee Human Rights Commission (THRC) of the findings and then notify the parties of the final decisions and subsequent action steps in writing. If the investigation indicates that a violation did not occur, the Title VI Coordinator will notify parties of the final decision in writing.

If the complainant is not satisfied with the results of the investigation, the complainant may appeal to the THRC or appropriate Federal agency within thirty (30) days of receiving the final decision.

Complainants also have the option to file a complaint directly with the THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at 615-741-5825 or toll free at 1-800-251-3589 or mail to: William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Ave, 23<sup>rd</sup> Floor, Nashville, TN 37243.

For more information, please contact:

Connie Crouch, BrightRidge Title VI Coordinator  
2600 Boones Creek Road, Johnson City, TN 37615  
423-952-5162