

# **FRED WEBER, INC. TITLE VI POLICY AND COMPLAINT PROCEDURE MISSOURI**

## **COVERAGE**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs receiving federal financial assistance. Other classifications are also protected against discrimination with respect to participation in programs receiving federal financial assistance. Any person who believes that he or she has been excluded from participation in, denied the benefits of or otherwise subjected to discrimination on the basis of race, color, national origin, gender, age, disability, religion, ancestry, income status or Limited English proficiency by Fred Weber, Inc. may file a complaint under this Policy. A complaint may also be filed by a representative on behalf of such a person.

Limited English Proficiency (LEP) status includes persons who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. These individuals are entitled to language assistance at no cost to them. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have a meaningful access to the programs, services and information those entities provide. Fred Weber, Inc. will provide translators or any other reasonable measures, at no cost to LEP persons, to assure meaningful access to Fred Weber, Inc.'s programs, services and information.

## **HOW TO FILE A COMPLAINT**

A Complainant may file his or her complaint by mail, facsimile or e-mail. Any person with a disability may request to file his or her complaint using an alternative format. Fred Weber, Inc. will acknowledge complaints received by facsimile or e-mail and will process them once it establishes the identity of the Complainant. Complainants must mail a signed, original copy of any facsimile or e-mail transmittal to Fred Weber, Inc. to begin the complaint process.

Title VI complaints should be directed to either Julie Shields or Jason Bish, Fred Weber, Inc.'s Co-EEO Officers, as follows:

Julie Shields  
E-mail: [jlshields@fredweberinc.com](mailto:jlshields@fredweberinc.com)

Jason Bish  
E-mail: [jbish@fredweberinc.com](mailto:jbish@fredweberinc.com)

Fred Weber, Inc.  
2320 Creve Coeur Mill Road  
PO Box 2501  
Maryland Heights, MO 63043-8501  
Telephone: 314-344-0070  
Facsimile: 314-344-0970

Any person may use Fred Weber, Inc.'s Title VI Complaint Form to file a complaint. However, use of such form is not required. A copy of Fred Weber, Inc.'s Title VI Complaint Form is attached to this Complaint Policy.

### **COMPLAINT INVESTIGATION PROCEDURES**

Fred Weber, Inc. will conduct a prompt and impartial investigation of all allegations of discrimination and take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in any other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws.

Any complaint should be submitted within 180 days of the alleged discrimination, although prompt and immediate submission of any discrimination complaint is preferred. Anyone filing a complaint may be represented by an attorney or other representative of his or her choosing. Any Complainant shall have the right to present witnesses, testimony and any other evidence to support such a complaint of discrimination.

Fred Weber, Inc. will take final action on any complaint received pursuant to this Policy within 60 days of receiving the complaint. A written decision that includes a synopsis of the facts and explanation of the outcome will be provided to the Complainant.

The Complainant's identity shall be kept confidential except to the extent necessary for carrying out an investigation. All complaints shall be kept confidential.

If the Complainant is not satisfied with the written decision of Fred Weber, Inc., the Complainant may request reconsideration of Fred Weber, Inc.'s decision and submit any additional information to refute the conclusions and decision of Fred Weber, Inc. The Complainant may identify any relevant facts or information which Complainant believes may have been overlooked by Fred Weber, Inc. in making its original decision.

These procedures do not deny the right of any person to file a formal complaint with any governmental agency or affect any individual's right to seek private counsel for any complaint alleging discrimination.

Complaints filed within the parameters of this Title VI Complaint Policy may also be filed with the following governmental agencies:

MoDOT Office of External Civil Rights  
External Civil Rights Administrator  
1617 Missouri Blvd.  
Jefferson City, MO 65102

Civil Rights Officer, Region VII  
Federal Transit Administration, Office of Civil Rights  
901 Locust Street, Room 404  
Kansas City, MO 64106  
Main: 816-329-3920  
Fax: 816-329-3921

Federal Highway Administration  
Offices of Civil Rights  
1200 New Jersey Ave., S.E.  
8<sup>th</sup> Floor E81-314  
Washington, DC 20590

Federal Transit Administration  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Ave., S.E.  
Washington, DC 20590

Title VI Coordinator  
Office of Civil Rights and Civil Liberties  
U.S. Department of Homeland Security  
Mail Stop 0800  
Washington, DC 20520

For the appropriate agency for ADA complaints go to <http://www.ada.gov/cguide.pdf> or call the ADA information line at 800-514-0301 (voice) or 800-514-0383 (TTY).

**Fred Weber, Inc. Title VI Complaint Form**

The purpose of this form is to assist you in filing a Title VI complaint with Fred Weber, Inc. You are not required to use this form; a letter containing the same information will be sufficient. It is important, however, to include all information related to the items set forth below in this form, regardless of whether you use this form or submit your complaint in letter format.

**Your Information (“Complainant”)**

Name (first, middle, and last):

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Address, City, State, Zip Code:

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Home Telephone Number:

Work Telephone Number:

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Cellular Telephone Number:

E-mail Address:

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Date (month, date, year)

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**Person You Believe Discriminated Against You (“Respondent”)**

Name (first, middle, and last):

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Title:

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Name of Company:

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Address, City, State, Zip Code:

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Home Telephone Number:

Work Telephone Number:

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Agency:

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Date of alleged Discrimination

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Complaints of discrimination must be filed within 180 days of the date of the discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

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The alleged discrimination was based on:

: Race      : Disability      : Color      : Ancestry      : Age

: Retaliation      : Gender      : Religious Affiliation      : National Origin

I believe Respondent discriminated against me due to (*brief description*):

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Have you filed a complaint alleging the same discrimination with another state or federal agency?

: Yes

: No

*If yes, please provide the following information for each agency:*

Name of the Agency:

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Title:

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Name of Company:

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Address, City, State, Zip Code:

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Home Telephone Number:

Work Telephone Number:

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Cellular Telephone Number:

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**Provide the names of any individuals with additional information regarding your complaint:**

Name of Witness 1 (*first, middle and last*)

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Title:

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Name of Company:

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Address, City, State, Zip Code:

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Home Telephone Number:

Work Telephone Number:

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Cellular Telephone Number:

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Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:

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Name of Witness 2 (*first, middle and last*)

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Title:

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Name of Company:

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Address, City, State, Zip Code:

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Home Telephone Number:

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Work Telephone Number:

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Cellular Telephone Number:

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Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

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Name of Witness 3 (*first, middle and last*)

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Title:

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Name of Company:

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Address, City, State, Zip Code:

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Home Telephone Number:

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Work Telephone Number:

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Cellular Telephone Number:

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Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

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How would you like your complaint to be resolved?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit your completed Title VI Complaint Form or complaint letter with the above information to:

Julie Shields  
E-mail: [jshields@fredweberinc.com](mailto:jshields@fredweberinc.com)

Jason Bish  
E-mail: [jbish@fredweberinc.com](mailto:jbish@fredweberinc.com)

Fred Weber, Inc.  
2320 Creve Coeur Mill Road  
PO Box 2501  
Maryland Heights, MO 63043-8501  
Telephone: 314-344-0070  
Facsimile: 314-344-0970