TITLE VI NONDISCRIMINATION PROGRAM POLICY

The Tennessee Kidney Foundation ("TKF") Title VI program (Title VI of the Civil Rights Act of1964 and the Civil Rights Restoration Act of 1987) is to ensure nondiscrimination in its transportation programs and services and to promote and engage the participation of all people in such programs, regardless of race, religion, color, national origin, sex, age, disability and socioeconomic status. Every effort will be made to ensure nondiscrimination with any and all TKF transportation services. If you believe you have been discriminated against based on race, religion, color or national origin, sex, age, disability and socioeconomic status you have the right to file a complaint.

There are two options to file a complaint:

1. Call the complaint hotline at (615) 383-3887 (ask for EEO officer)
2. Mail complaint (form attached) to:
   Tennessee Kidney Foundation
   Attn: EEO Officer
   P.O. Box 330989
   Nashville, TN 37203

TKF Title VI Complaint Procedure

After a complaint is submitted (within 60 calendar days of occurrence), the TKF EEO Officer will record and proceed to investigate the discrimination complaint.

The Officer may interview any individual(s) named as witnesses and any other individual(s) who may have information pertaining to the complaint lodged. Documents relevant to the complaint may be reviewed. Failure of the complainant to respond to requests from the Officer may result in a dismissal of the complaint.

TKF's EEO Officer strives to promptly resolve any complaint; however, the process may differ depending on the complexity of the complaint and other factors. The complainant will receive a written notice which shall be approved by the EEO Officer.

If the complainant disagrees with the response or decision, a written notice can be sent directly to the U.S. Department of Transportation:

U.S. Department of Transportation
Attention: Title VI Coordinator
1200 New Jersey Avenue, S.E.
Washington DC 20590

Signed,

Heather Bucell

CEO, Tennessee Kidney Foundation