

DEPARTMENT/PROGRAM: Administration

SUBJECT: Title VI / Nondiscrimination

DATE ADOPTED: May 4, 2011

DATE REVIEWED/REVISED: March 4, 2015

SIGNATURE:  **DATE:** 3-4-15

TITLE: Christy Skinner, President of the Board

SIGNATURE:  **DATE:** 3-4-15

TITLE: Douglas Fowler, Executive Director

Policy

The Lighthouse of Southwest Florida is committed to nondiscrimination. No person, staff or client shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Procedure

1. The Executive Director is designated by the Board of Directors to develop policies and procedures that comply with all non-discrimination laws, regulations and rules.
2. The Executive Director shall issue this policy statement as our expressed commitment to the nondiscrimination provisions of Title VI. This statement shall be circulated throughout our organization and to the general public in both English and Spanish and displayed in places easily accessed by clients, employees and the general public.
3. The Executive Director shall notify all vendors and contractors doing business with Lighthouse of Southwest Florida of our commitment to nondiscrimination and our expectation that they also must comply with the provisions of Title VI in order to secure and maintain a business relationship with our corporation.

- 4. The Executive Director is directed to develop a complaint process and make every attempt to resolve complaints of discrimination, if and when they occur. All complaints by individuals, groups and/or regulatory agencies must be addressed and resolved within a reasonable time period not to exceed ninety (90) days.**
- 5. The Executive Director and staff must participate in training on Title VI provisions and other nondiscrimination requirements.**
- 6. The Executive Director is directed to develop a plan on Title VI Civil Rights complaints and present it for Board Approval, and approval by any regulatory agency or funding source which requires said document. Any subsequent revisions or amendments to the plan must also be presented to the Board for approval as changes.**