

# Notice of Non-Discrimination

Title VI of the Civil Rights Act



San Diego Foundation does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected category in admission to, access to, or operations of its programs, services, or activities. This notice is provided as required by Title VI of the Civil Rights Act of 1964.

Questions, concerns, or complaints regarding possible discrimination can be filed using the form below.

## Title VI Complaint Procedures

Any person who believes they were subjected to discrimination by San Diego Foundation's (SDF) programs or activities because of their race, color, national origin, sex, disability, age, or any other protected category may file a written Title VI complaint with San Diego Foundation's Senior Manager, People, Culture & Diversity within 180 days of the alleged discriminatory act(s).

A complaint form is available below. Complaints should be signed and submitted in writing using one of the contact methods provided below. If a complaint is submitted via phone, SDF staff will make best efforts to transcribe the allegation on a complaint form and provide it to the complainant for confirmation or revision and signature before processing. If submitted via email, the email should include the signed and dated complaint as an attachment. Any person requiring reasonable accommodation may contact the Senior Manager, People, Culture & Diversity to obtain assistance in filing a complaint.

**Complaints may be submitted to the SDF's Senior Manager, People, Culture & Diversity using one of the following contact methods:**

**U.S. Mail:** Senior Manager, People, Culture & Diversity  
San Diego Foundation  
2508 Historic Decatur Rd., Ste. 200  
San Diego, CA 92106

**Email:** [HR@sdfoundation.org](mailto:HR@sdfoundation.org)

**Phone:** (619) 400-5916

**Compliance and Ethics Reporting Partner, Ethico:** Online [here](#) or call 1-866-514-2797, toll free 24/7

San Diego Foundation's Senior Manager, People, Culture & Diversity will process complaints received within 180 days of the alleged discriminatory act(s). The Senior Manager, People, Culture & Diversity will only process complaints that are complete, which include, at a minimum, the following:

- Complainant's contact information;
- Date(s) of the alleged discriminatory act(s);
- Details of the alleged discrimination;
- Identification of the respondent (e.g., the department responsible for the alleged discrimination);
- Basis for the complaint (e.g., race, color, or national origin); and
- Signature of the complainant or complainant's representative.

After receiving a complaint, the Senior Manager, People, Culture & Diversity will record it in a complaint log and forward it to the Office of External Civil Rights (OCR). After receiving the complaint, OCR will determine which federal administering agency has jurisdiction to investigate/process the complaint.

San Diego Foundation has 90 days to investigate the complaint once received. If additional time is needed, San Diego Foundation will call the complainant and inform them. If more information is needed to resolve the case, the investigator may contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, San Diego Foundation can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case. San Diego Foundation will undertake disposition of the complaint through either (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to all parties.

## Title VI Complaint Form

Title VI is a statute provision of the Civil Rights Act of 1964 that requires that no person shall, on the grounds of race, color, national origin, sex, disability or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance

If you believe you have been discriminated against because of your race, color, national origin, sex, disability or age, you may file a written Title VI complaint within 180 days of the alleged discriminatory act(s). To do so, you may complete this form (attach additional pages, if necessary) and submit it to the Senior Manager, People, Culture & Diversity using one of the contact methods that appear at the end of this form.

**Note: The use of this complaint form is not mandatory. You may submit your written complaint in any form that includes your signature.**

Any person requiring reasonable accommodation may contact the Senior Manager, People, Culture & Diversity to obtain assistance in filing a complaint. Contact information is provided at the end of this form.

San Diego Foundation will handle formal Title VI complaints received no more than 180 days after the alleged incident with an investigation by reaching out to the complainant and any other relevant parties to evaluate the grievance and provide a written response to the complainant within 14 business days. The outcome of the review by human resources, senior management, or third party investigator will be final unless new evidence or other circumstances warrant additional review of the complaint.

## Complainant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

What is the most convenient method and time for us to contact you about this complaint?

\_\_\_\_\_

## Attorney Information

If you have an attorney representing you, please provide their contact information below.

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Basis of Discriminatory Action(s):** Check the box(es) for the type(s) of discrimination you allege to have experienced.

- Race
- Color
- National Origin
- Sex
- Age
- Disability

**Date and location of alleged discriminatory action(s):** Please include the earliest and the most recent date of the alleged discrimination.

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**How were you discriminated against?**

Please attach additional pages, if necessary. Describe the nature of the action, decision, or conditions of the alleged discrimination.

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**Explain, as clearly as possible, what happened and why you believe your protected status (basis) was a factor in the discrimination:**

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**Include how other persons were treated differently from you:**

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**Name(s) and title(s) of individual(s) who you believe are responsible for the discriminatory action(s):**

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**Names of individuals (i.e., witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint (please include their contact information):**

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The laws prohibit retaliation against anyone because they have taken action, or participated in an action, to secure rights protected by these laws. If you feel you have been retaliated against (separate from the discrimination alleged above), please explain the circumstances below. Please explain what actions you took that you believe were the basis for the allegation.

**What remedy, or action, are you seeking for the alleged discrimination?**

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**Have you filed, or do you intend to file, a charge or complaint regarding the matters raised in this complaint with any federal agency, State agency, federal court, or State court?**

Yes     No

**If yes, check all that apply and specify:**

- Federal Agency \_\_\_\_\_
- State Agency \_\_\_\_\_
- Federal Court \_\_\_\_\_
- State Court \_\_\_\_\_

Please attach additional pages, if necessary.

**If you have already filed a charge or complaint, please provide the following information:**

Agency/Court: \_\_\_\_\_

Attorney Name: \_\_\_\_\_

Attorney Address: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Case Number: \_\_\_\_\_

Date of Trial/Hearing: \_\_\_\_\_

Status of Case: \_\_\_\_\_

**Please provide any additional information that you believe would assist in the investigation.**

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**Please sign and date the form below.**

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit completed form and any attachments to:**

Senior Manager, People, Culture & Diversity  
San Diego Foundation  
2508 Historic Decatur Rd., Ste. 200  
San Diego, CA 92106  
[HR@sdfoundation.org](mailto:HR@sdfoundation.org)

Complaints or reports can also be made via SDF's Compliance and Ethics Line, Ethico, online [here](#) or call 1-866-514-2797 toll free, 24/7. Any reports received will be routed to SDF's People Team and investigated thoroughly.