**Notifying the Public of Rights under Title VI**

Laclede Industries posts Title VI notices on our agency’s website, in public areas of our agency, in our break rooms, and on our buses and/or para-transit vehicles.

Laclede Industries operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

If you believe you have been discriminated against on the basis of race, color, or national origin by Laclede Industries, you may file a Title VI complaint by completing, signing, and submitting the agency’s Title VI Complaint Form.

**How to file a Title VI complaint with Laclede Industries:**

1. To file a complaint, as the secretary at the front desk for a copy of Laclede Industries Grievance Policy. They will make a copy for you and if you need assistance understanding the policy, they will explain it for you. In addition, the policy is posted in the break room of our facility.
2. In addition to the complaint process at Laclede Industries, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, Region 7, 901 Locust St, Suite 404, KC MO64106
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed and dated, and include your contact information.

Members of the Public can request additional information on Laclede Industries nondiscrimination obligations by calling Linda Kimrey, at 417-588-3241, by mail at PO Box 1286, Lebanon, MO 65536 or in person at 941 Utah St., Lebanon, MO 65536.

If information is needed in another language, contact Linda at 417-588-3241