



NOTICE OF NONDISCRIMINATION

This policy is available for review by the public on the IMTT website. Copies also are posted internally so that all employees and visitors to IMTT facilities are able to receive notice. Print copies, including alternate language versions, are available upon request from the IMTT Human Resources Department.

International-Matex Tank Terminals (IMTT) complies with Federal civil rights laws and is committed to providing its services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Educations Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is the policy of IMTT to ensure that no person is excluded from receiving or participating in or denied access to its services, programs and other activities on the basis of race, color, national origin (including language), disability, sex, or age. Additionally, IMTT will not tolerate intimidation, threats, coercion, or retaliation against any individual for the purpose of interfering with any right or privilege guaranteed under applicable civil rights laws or regulations, or because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing.

IMTT's Vice President of Human Resources is responsible for ensuring compliance with this policy, including developing and updating civil rights policy documents and procedures, training personnel in the implementation of this policy, overseeing the discrimination complaints process, processing requests for reasonable accommodations, coordinating the translation of vital documents and processing requests for language interpretation. IMTT's Vice President of Human Resources also is responsible for ensuring this notice and related policies and procedures are posted on the IMTT website and made available to recipients of its programs and services

To File a Complaint

If you think that IMTT has failed to provide its services or discriminated in another way based on race, color, national origin (including language), disability, sex, or age, **you can file a complaint**

by email with: Kay Kittleman, Vice President of Human Resources, kaykittleman@imtt.com.

You also may call the IMTT Compliance Hotline: 1-833-945-3465.



To File a Complaint (continued)

Complaints should be filed within 180 days after the date of any alleged discrimination.

Complaints need not be in any particular form, but should specify the type of discrimination alleged, e.g., race, color, national origin (including language), disability, sex, or age, and provide a brief statement of facts supporting the complaint.

Receipt of a complaint will be acknowledged by return email, telephone, or other appropriate means of communication. All complaints will be investigated thoroughly and resolved impartially and as promptly as possible. Complainants will be notified of the outcome via email, telephone, or other appropriate means of communication.

Complainants also may be asked to submit to an interview or provide additional information during the course of an investigation. All complaints will be documented, tracked, and updated through each step of the investigation to resolution by the IMTT Human Resources Department.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

For additional information: www.dhs.gov/crcl
Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The IMTT Compliance Hotline is an automated telephone service with multiple language options.

Additionally, if needed and requested, IMTT will provide

- Free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Kay Kittleman, IMTT Vice President of Human Resources, kaykittleman@imtt.com.