



Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S. C. Section 2000d)."

Policy Statement:

The Maryland Port Administration is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and activities on the basis of race, color or national origin, as mandated by Title VI of the Civil Rights Act of 1964. MPA's Title VI program is prepared in accordance with applicable Federal requirements and supports its mission to "provide customers with prompt, courteous, and dependable service."

Additionally, MPA adheres to the complaint procedure as set forth in MPA's Title VI policy.

File a Title VI Complaint

All allegations of discrimination will be taken seriously and investigated in a timely manner. Anyone who believes there has been an act of discrimination on the basis of race, color or national origin, against any person or group in a MPA affiliated program or activity, may file a complaint under Title VI. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. Complaint must be filed within 180 days from the date of the incident. The complaint should include the following information:

- Your name, address, and how to contact you (i.e., telephone number, email address, etc.);
- Individuals/Organizations involved - who was discriminated against/victim and the alleged offender/discriminating official;
- Description of the discriminatory act;
- When (date) and where the discrimination occurred;
- Include the names and contact information of any witnesses, and
- *If applicable*, other agencies where the complaint has been filed.

Please provide as much background information and detail as possible.



The complaint may be filed in writing to: Office of Fair Practices, Maryland Port Administration, 401 E. Pratt Street, Baltimore, Maryland 21202 or faxed to 410-347-0773. For assistance, please contact the Office of Fair Practices at 410-385-4556.

Within 10 days, the Title VI Specialist will acknowledge receipt of complaint. Within 60 days, the Title VI Specialist will conduct a thorough investigation of the alleged discrimination. The Maryland Port Administration will maintain confidentiality of complainants to the greatest extent possible, except to the extent necessary to carry out the purposes of the civil rights laws, or unless disclosure is required under the Freedom of Information Act, the Privacy Act or otherwise required by law. Within 90 days of receipt of complaint, the Title VI Specialist will notify the complainant in writing of the final decision.

Note: If a person makes a verbal complaint of discrimination to an officer or employee of the recipient (MPA), the person shall be directed to be interviewed the MPA Title VI Specialist. If necessary, the Title VI Specialist will assist the person in submitting a written complaint with signature. Following submission of the written complaint, the complaint shall be handled in the usual manner.

Language Assistance

Maryland Port Administration (MPA) offers free interpretation and translation services upon request.