

CIVIL RIGHTS COMPLAINT PROCEDURE

The following procedures are applicable if you feel that _____
has denied your civil rights:

1. File a written report/complaint at the _____ office.
2. The report will be reviewed by the Chairman of the _____ Board who will make proper inquiries and attempts to resolve the problem to the satisfaction of the parties involved.
3. The Chairman will refer the case to the full board if he or she is unable to resolve the situation.
4. The plaintiff may request a hearing with the full Board, whose decision is final.
5. The plaintiff has the option to appeal the Board's decision to the Community Food Bank of Central Alabama.

Approved: _____, Chairman

Please retype the above procedure, filling in your organization's name in the blanks, and print this out on your letterhead. This should be posted next to the Justice For All poster.