

Complaint Disposition Process

OBXtek is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI Program responsibilities. No person is excluded from participation in or denied the benefits of its services on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP), or disability in programs or activities receiving federal financial assistance.

A copy of the Title VI Complaint Form is available by calling 571-395-4436, or by visiting <http://www.obxtek.com>. Complaints should be addressed to: OBXtek Inc., Ms. Sharon Harrington, Senior Vice President of Human Resources, 2000 Corporate Ridge Rd., Suite 400, McLean, VA 22102, telephone 571-395-4436, email sharrington@obxtek.com.

All complaints will be investigated promptly. Listed below is the process for disposition of the complaint.

1. Any person who believes he or she has been subjected to discrimination under Title VI may file a Title VI Program complaint with OBXtek within 180 days from the date of the alleged discrimination by completing a Title VI Program Complaint Form (attached).
2. In instances where additional information is needed, the investigator will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.
3. Following receipt of all required information, the Senior Vice President of Human Resources will complete the investigation, produce a formal report, and respond to the complainant person in writing within 90 days of receipt of all complaint information. Receipt of additional relevant information and/or the simultaneous filing of complaint with OBXtek and other external entity may expand the timing of the complaint resolution.

SVP of HR will maintain a Title VI Program Complaint Log to include the following information, name of complainant, identification by demography (i.e. race, color, national origin, etc.), allegation(s), complaint date, date of Report of Investigation, determination made and date, and any other relevant information as deemed appropriate. The complaint log will be available to the FMCSA upon request.