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Alliance Against Family Violence

PO Box 465

Leavenworth, KS 66048

**Non-Discrimination Policy**

**Notice of Prohibited Discrimination:**

It is the policy of the Alliance Against Family Violence (AAFV) that all individuals have the right to participate in employment, programs, and activities operated by the AAFV regardless of age and perceived or actual race, color, national origin, sex, religion, sexual orientation, gender identity, and disability. As a condition of state and/or federal grant funding, the AAFV agrees to operate in compliance with the following statutes and regulations and all other regulations implementing the same:

* Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin in the delivery of services and which entails taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. (42 U.S.C. § 2000d), and the Department of Justice (DOJ) implementing regulations at 28 C.F.R. Part 42, Subpart C;

* The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228 (c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

* Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;

* Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;

* Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;

* The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I;

* Executive Order 13,559, amending Executive Order 13,279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations 28 C.F.R. pt. 38 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits);
* The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination based on race, color, national origin, religion, sex, or disability (34 U.S.C. § 20110(e) *et seq*.); and

Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291 (b)(13) (prohibiting discrimination in programs either funded under the statute or administered by the Office on Violence Against Women, both in employment and in the delivery of services or benefits, based on actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity) (referring to the Safe Streets Act for enforcement).

The AAFV complies with all gubernatorial executive orders concerning discrimination and civil rights including but not limited to the following.

*Kansas Executive Order* 19-02 (EO 19-02) expressly requires all hiring must be based on individual merit and qualifications and expressly prohibits discrimination based on race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, genetic information, or political affiliation that is unrelated to the person’s ability to reasonably perform the duties of a particular job or position.

*Kansas Executive Order* 19-04 (EO 18-04) requires state agencies comply with all state and federal employment discrimination laws prohibiting sexual harassment and retaliation in the workplace; establish agency policies regarding sexual harassment, discrimination, retaliation, confidentiality and anonymous reporting, applicability to intern positions, and training on the policy; and conduct annual mandatory training seminars for all staff, employees, and interns in regard to the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

In addition to the protections listed above, these laws prohibit the AAFV from retaliating against an individual for acting or participating in action to secure rights protected by these laws.

**How to File a Complaint:**

If anyone believes the AAFV has discriminated against an employee, a client, a customer or a program participant, or anyone else, and/or if an employee receives a complaint of alleged discrimination, please notify the AAFV’s Civil Rights Liaison by e-mail, letter or telephone:

Alliance Against Family Violence

Civil Rights Liaison: Cristin Noll

P.O. Box 465

Leavenworth, KS 66048

Telephone: 913-683-4454

e-mail: CristinNoll@gmail.com

Or notify:

Kansas Governor’s Grant Program

Landon State Office Building

900 SW Jackson, Rm 304 N

Topeka, KS 66612

785-291-3205

Kansas Attorney General Derek Schmidt

120 SW 10th Avenue, 2nd Floor

Topeka, KS 66612

785-291-3950

Office of Justice Programs

Office of Civil Rights

810 7th Street NW

Washington, DC 20531

<https://ojp.gov/about/ocr/complaint.htm>

Telephone: 202-307-0690

Fax: 202-616-9865

TTY; 202-307-2027

The AAFV Civil Rights Liaison will provide written acknowledgement of receiving the complaint, will coordinate the complaint process, and will urge the charging party to file a complaint with the Kansas Human Rights Commission (KHRC) and/or for employment discrimination claims, the Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR). Additionally, the AAFV Civil Rights Liaison will advise the charging party that a complaint must be filed with KHRC and EEOC within either 180 days or one year from the date of the alleged violation, depending on the relevant statute, in order to protect the charting party’s rights. AAFV will also notify the Kansas Governor’s Grant Program and the Attorney General’s Office if a complaint is filed by the Kansas Human Rights Commission, the Equal Employment Opportunity Commission or the Office of Civil Rights.

The AAFV Civil Rights Liaison will request the charging party provide the following information when making a complaint:

1. Date of the alleged discrimination;
2. Protected class claimed;
3. Written detail of the alleged discrimination; and
4. A signature attesting to the facts alleged.

In no later than five business days after receiving a complaint in the form described above, the AAFV Civil Rights Liaison will refer the complaint in writing by email to the KHRC and/or for employment discrimination claims, the EEOC, and/or the OCR depending on the nature of the complaint. The AAFV Civil Rights Liaison will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant agency/agencies. The AAFV will not conduct an independent investigation but will assist the relevant investigative agency/agencies in the investigation as requested.

Public Notification:

The AAFV shall make available the AAFV Non-Discrimination Policy (Policy) to all AFFV employees and program beneficiaries. The Policy is to be included with information materials given to all new AAFV employees and posted on the AAFV’s website. Non-discrimination clauses and a link to the Policy will be incorporated in all agreements, award packets, and contracts that operate with the AAFV.

Required Training

AAFV shall provide annual training on civil rights laws, complaint procedures, and non-discrimination obligations to AAFV employees. AAFV shall provide civil rights training, one time per calendar year. All trainings shall be documented by the AAFV including a copy of the written material provided, the date of the training, and a list of attendees.

The training will include an overview of complaint policies and procedures, including staff responsibility to refer discrimination complaints from program beneficiaries to the appropriate agencies listed above and to the designated Civil Rights Liaison. AAFV employees will sign a form certifying receipt of the policy and completion of the Policy training. AAFV employees will receive Policy training within 60 days of start date.