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## **Civil Rights and Non-Discrimination Policy**

### **Consumer Rights**

All First Judicial District CASA Association (FJDCA) programs and personnel shall recognize and respect the rights of our consumers and stakeholders. FJDCA does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation and gender identity. Your rights include, but are not limited to:

- The right to be treated with respect and dignity.
- The right to be free from abuse, neglect, harm and exploitation.
- The right to freedom from the use of language of an intimidating, degrading, or derogatory nature.
- The right to have disabilities accommodated as required by the Americans with Disabilities Act, section 504 of the Rehabilitation Act.
- The right or the guardian's right to present complaints up to and including the Board President, and for alleged civil rights complaints to the Kansas Human Rights Commission, Office for Civil Rights, Kansas Attorney General's Office and/ or the Kansas Governor's Grants Program.
- The right not to be denied or terminated from services or have services reduced for exercising any rights.

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

Consumer Rights and How to File a Complaint policies shall be posted in the lobby of all FJDCA offices and when possible and appropriate consumers shall receive a copy of this policy upon intake and/or prior to service delivery.

## **Equal Employment Opportunity**

First Judicial District CASA Association (FJDCA) is an Equal Employment Opportunity agency. Kansas and Federal law prohibit discrimination in employment practices. This policy shall apply to FJDCA, board members, interns and volunteers.

It is the policy of First Judicial District CASA Association (FJDCA) that all individuals have the right to participate in employment and services. FJDCA will not discriminate on the basis of race, color, national origin, sex, religion, disability, age, gender identity, sexual orientation, veteran status, marital status, or any other categories protected by federal or state law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.

This agreement not to discriminate shall pertain to program services, recruitment, training, hiring, discharge, promotion, or any condition, term or privilege of employment, acceptance and utilization of volunteers, and membership on the Board of Directors. It is the policy of FJDCA to select individuals for employment or volunteer engagement on the basis of their qualifications to fulfill established positions. FJDCA agrees to operate in compliance with all applicable state and federal statutes and regulations.

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

All FJDCA employees, board members, interns and volunteers must receive a copy of and training on this policy at orientation. Existing staff shall be trained over changes in the plan as they occur. Additionally, employees and interns shall receive training annually regarding FJDCA Civil Rights and Non-Discrimination policies.

## How to file a complaint

The goal of FJDCA is to provide the highest quality services to all consumers.

Consumers include all clients and former clients and their guardians, and includes partners, volunteers, donors, vendors or members of the public.

Any consumer may file civil rights complaints directly with the Office for Civil Rights (OCR) or the Kansas Governor's Grants Program (KGGP).

Kansas Governor's Grants Program  
900 SW Jackson Street  
Landon State Office Building, Room 304 North  
Topeka, KS 66612  
(785) 291-3205

Office for Civil Rights  
601 East 12<sup>th</sup> Street-Room 353  
Kansas City, MO 64106  
(800) 368-1019

Any individual who feels that FJDCA has discriminated against a consumer, employee, volunteer, or board member may notify the FJDCA civil rights liaison:

Holly Pittman  
First Judicial District CASA Association civil rights liaison  
100 S 5<sup>th</sup> Street  
Leavenworth, KS 66048  
Telephone: 913-449-8991  
Email: [hollyshehorn@gmail.com](mailto:hollyshehorn@gmail.com)

The FJDCA civil rights liaison will provide written or electronic acknowledgement of receiving the complaint and coordinate the complaint process. The liaison will request the charging party provide the following information in writing when making a complaint: date of alleged discrimination, protected class claimed, details of the alleged discrimination, and a signature attesting to the facts alleged. The charging party will be notified of the opportunity to file a complaint with; the Kansas Human Rights Commission (KHRC), the Equal Employment Opportunity Commission (EEOC), and/or the Office for Civil Rights (OCR), the Office of the Attorney General and/or the Kansas Governor's Grants Program. The charging party will be informed that the complaint must be filed within 180 days or 1 year from the date of the alleged violation, depending on the relevant statute, in order to protect the charging party's rights.

No later than 10 business days after receiving a complaint in the form described here, the liaison will refer the complaint in writing on to the KHRC, EEOC, and/or OCR. The liaison will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant agency or agencies. The liaison will assist the relevant investigative agency or agencies in the investigation. FJDCA will notify the KGGP if it becomes aware of a filed complaint. Any finding of discrimination against FJDCA issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex will be reported to the OCR and the Kansas Governor's Grants Program.

Any retaliation against anyone who exercises their right to file a complaint is strictly prohibited by state code and federal law. No agent of FJDCA may harass, coerce, intimidate or discriminate against an individual who has filed a complaint or participated in the complaint process. If this happens, the complaining party may file another complaint alleging such harassment or intimidation.