



Non-Discrimination Policy

Notice of Prohibited Discrimination:

As a trauma-informed organization we are committed to conducting ourselves in a manner that reduces barriers to services and does not retraumatize those seeking services and support.

The Children's Advocacy Center of Douglas County (CACDC) provides consistent, high quality services to all families and children, regardless of gender, race, sexual or religious preference. The Children's Advocacy Center of Douglas County strives to be culturally competent by responding respectfully and effectively to people of all cultures, races, classes, ethnic backgrounds, sexual orientations, gender identities, abilities/disabilities, languages, and faiths and religions. The Children's Advocacy Center of Douglas County staff, volunteers, and board members shall not discriminate against clients or community members based on any attribute or belief and shall make every attempt to become educated and knowledgeable about the members of the communities we serve. Staff shall be aware of the demographics of the community and be aware of who constitutes the underserved.

As a condition of local, state and/or federal grant funding, the Children's Advocacy Center of Douglas County 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 on the basis of 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 (42 U.S.C. § 3789d(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);
- Section 1407 of the Victims of Crime Act (VOCA) of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability (42 U.S.C. § 10604 et seq.);
- The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672b);
- Violence Against Women Act (VAWA) of 1994, as amended, 42 U.S.C. § 13925(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); and Douglas County and City of Lawrence Civil Rights Protections.
- Kansas Executive Order 19-02 prohibits discrimination, harassment or retaliation against an individual in employment, in the provision of State services or State programs, or in awarding State contracts or grants, on the basis of the race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family 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 or that is unrelated to the entity's ability to perform the State service or program.
- Kansas Executive Order 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 of 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 Children's Advocacy Center of Douglas County from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

How to File a Complaint:

If anyone believes the Children's Advocacy Center of Douglas County 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, can contact the Executive Director to discuss the complaint.

Bev Turner, Executive Director and Civil Rights Liaison, Children's Advocacy Center of Douglas County
 1009 New Hampshire Suite A
 Lawrence, KS 66044
 785-592-3160
 e-mail: bev@cacdouglas.org

Or notify:

Kansas Human Rights Commission (KHRC)

900 SW Jackson
Suite 568-South
Landon Office Building
Topeka, Kansas 66612
Telephone: 785-296-3206
Fax: 785-296-0589
TTY: 785-296-0245

Or notify:

Office of Justice Programs
Office of Civil Rights (OCR)
810 7th Street NW
Washington, DC 20531
Telephone: 202-307-0690
Fax: 202-616-9865
TTY: 202-307-2027

Or notify:

Kansas Governor's Grants Program (KGGP)
Landon State Office Building, Rm 304N
900 SW Jackson Street
Topeka, KS 66612
Telephone: 785-291-3205

The CACDC 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 CACDC 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 charging party's rights.

The CACDC will request the charging party to provide the following information when making a complaint:

1. Date of 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 CACDC will refer the complaint in writing on to the KHRC and/or for employment discrimination claims, the EEOC, and/or the OCR depending on the nature of the complaint. The CACDC will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant

agency/agencies. The CACDC will not conduct an independent investigation but will assist the relevant investigative agency/agencies in the investigation. The CACDC will report any findings of discrimination to the OCR and KGGP.

Public Notification:

The Children's Advocacy Center of Douglas County shall make available this Non-Discrimination Policy to all Children's Advocacy Center of Douglas County staff, Board members and program beneficiaries. The policy is to be included with information materials given to all new Children's Advocacy Center of Douglas County staff/Board members and posted on the Children's Advocacy Center of Douglas County's website. Non-discrimination clauses will be incorporated in all agreements and contracts that operate with the Children's Advocacy Center of Douglas County.

Required Training:

The Children's Advocacy Center of Douglas County shall provide its employees information and training regarding the complaint procedures and non-discrimination obligations set forth in this policy.

The Children's Advocacy Center of Douglas County will provide training for staff on the Non-Discrimination Policy once a year. 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. Children's Advocacy Center of Douglas County staff will sign a form certifying receipt of the Non-Discrimination Policy and completion of Non-Discrimination Policy training. Children's Advocacy Center of Douglas County staff will receive Non-Discrimination Policy training within 60 days of start date. Such training shall be documented by the Children's Advocacy Center of Douglas County including a copy of the written material provided and a list of attendees.