



## Non-Discrimination Policy

### Notice of Prohibited Discrimination:

The Elizabeth B Ballard Community Center (Ballard Center) has a long history of helping families marginalized by the effects of poverty. We believe that the first step in changing lives is to acknowledge that the disparities brought about through poverty exist and strive to address the barriers our children and clients face in finding safety and support. 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 Ballard Center provides consistent, high quality services to all families and children, regardless of gender, race, sexual or religious preference. The Ballard Center 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 Ballard Center 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. Ballard Center staff shall be aware of the demographics of the community and be aware of who constitutes the underserved.

As a condition of state and/or federal grant funding, the Ballard Center 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); and
- 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).

In addition to these, if the Ballard Center is a recipient of funds under the Violence Against Women Act of 1994, as amended, these protections apply to individuals regardless of their sexual orientation or gender identity.

In addition to the protections listed above, these laws prohibit the Ballard Center 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 Ballard Center 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 Ballard Center's complaint coordinator by e-mail, letter or telephone:

Elizabeth B Ballard Community Center  
 Civil Rights Liaison: Charlotte Marthaler  
 708 Elm Street, PO Box 7  
 Lawrence, Kansas 66044  
 Telephone: 785.842.0729 Ext 1010  
 e-mail: charltote@ballardcenter.org

Or notify:

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

The Ballard Center 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 Ballard Center 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 charging party's rights.

The Ballard Center civil rights liaison 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 Ballard Center civil rights liaison 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 Ballard Center 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 Ballard Center will not conduct an independent investigation but will assist the relevant investigative agency/agencies in the investigation.

**Public Notification:**

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

**Required Training:**

The Ballard Center shall provide its employees information and training regarding the complaint procedures and non-discrimination obligations set forth in this policy.

The Ballard Center 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. Ballard Center staff will sign a form certifying receipt of the Non-Discrimination Policy and completion of Non-Discrimination Policy training. Ballard Center staff will receive Non-Discrimination Policy training within 60 days of start date. Such training shall be documented by the Ballard Center including a copy of the written material provided and a list of attendees.