## TOWN OF WHITE

**POLICY AND NOTICE OF NONDISCRIMINATION**

The Town of White complies with applicable Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

* *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including language).
* *Section 504 of the Rehabilitation Act of 1973* which prohibits discrimination based on disability
* *Title IX of the Education Amendments Act of 1972,* which prohibits discrimination based on sex in education programs or activities
* *Age Discrimination Act of 1975,* which prohibits discrimination based on age
* *U.S. Department of Homeland Security regulation 6C.F.R. Part 19,* which prohibits discrimination based on religion in social service programs

Additionally, all applicants, employees, guests, citizens are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Act.

It is against the law for Town of White to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

The Town of White is committed to providing equal opportunity in all areas of employment and; access to, and participation in external programs, services, and activities sponsored by the Town of White in accordance with equal opportunity and affirmative action laws. The Town of White is committed to maintaining an environment that does not discriminate, does not exclude people or treat them differently or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin (including language), citizenship status, age, disability, pregnancy, veteran status or genetic information and ensuring that all Town of White sponsored services, programs and activities are in full compliance with all applicable federal, state and local non-discrimination laws.

Town of White is committed to providing a workplace and social/recreational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the program activity. Town of White has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. Town of White values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The Town of White recognizes the obligation to provide overall program accessibility throughout its locations for qualified disabled individuals. Citizens and employees can raise concerns or make complaints, without retaliation, about matters made unlawful under the ADA.

Equal opportunity will be provided in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of federal, state, and local governing bodies or their agencies, including the Minnesota Human Rights Act, Executive Order 11246 (as amended), Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and Title I of the Americans with Disabilities Act.

The Town Manager has been appointed to manage the program. Responsibilities will include monitoring all equal employment opportunity activities and reporting activities to the Township Board or to federal, state, and local agencies as required.

Every employee is expected to comply with the spirit and intent of this policy. Anyone who feels he or she is being discriminated against should contact: the Town Manager, Union Steward, or a Board Member. All complaints will be investigated. Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Rights Act and applicable Federal Equal Employment Opportunity/Affirmative Action laws. Appropriate disciplinary action will be taken, if necessary, for violations of the EEO/AA Policy.

**To File a Complaint:**

If any employee or member of the public accessing or using services of the Town of White, thinks that Town of White has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, a complaint can be filed in person or by mail, fax or email with:

 Jodi Knaus

 16 W 2nd Ave N

 PO Box 146

 Aurora, MN 55705

 (218)229-2813

 Fax: (218)229-2124

 Jodi.knaus@townofwhite.com

You can also file a civil rights complaint with the Minnesota Department of Human Rights Office:

Minnesota Department of Human Rights
540 Fairview Avenue North
Suite 201
Saint Paul MN 55104
Email: info.mdhr@state.mn.us
Phone 651.539.1100
MN Relay 711 or 1.800.627.3529
Toll Free 1.800.657.3704

Upon receipt of the complaint, prompt processing and investigation of the complaint will be conducted. Upon completion of the investigation, the final disposition of the complaint will be communicated in writing within 60 days after the complaint has been filed to the complainant, respondent and investigator.

**Information and Services for Persons with Disabilities and Persons with Limited English Proficiency:**

**Town of White:**

* Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats.), to communicate effectively with persons with disabilities.
* Provides free language services to people whose primary language is not English, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact: Jodi Knaus, Town Manager at (218) 229-2813 or** **Jodi.Knaus@townofwhite.com****.**

Where these policies differ from State or Federal law the applicable law will be followed. This policy is reviewed annually and updated as necessary.

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Chairman of the Board Town Manager & Clerk

Originally adopted by Motion:

February 2, 2017 Monthly Board Meeting

I have read the above policy:

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Employee Signature & Date