

# Non-Discrimination Policy

We all deserve to work in an environment where we are treated with dignity and respect. Options is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success. We cannot afford to let anyone's talents go to waste.

It is the policy of this agency that all individuals have the right to participate in employment, programs, educational trainings, and activities operated by the agency regardless of race, religion, gender identity, color, national origin, sex, sexual orientation, age, disability, military status, or on any other basis that would be in violation of applicable federal, state, or local law.

Employees and candidates for employment, Board membership, and volunteer service as well as promotion and lateral position changes shall be considered on merit and abilities without regard to ethnicity, race, color, creed, sex, age, veteran status, physical disability, national origin, sexual orientation, sexual identity, or religion. It is the policy of Options, Inc. to comply with all federal, state, and local employment laws in every location in which the agency has facilities.

As a condition of state and/or federal grant funding, the agency agrees to operate in compliance with all statutes and regulations that prohibit discrimination. This policy applies to all terms and conditions of employment, education, and service practices, including recruiting, selecting, hiring, promoting, transferring, training, disciplining, compensating, recall, transfer, leaves of absence or any other staffing, rightsizing, or downsizing activity as well as all training and education programming.

## Procedure

- This complaint procedure shall be included in all offices and facilities operated by Options, the Employee handbook, posted in employee common areas, posted on the Options webpage, and made available to program beneficiaries (clients) in writing.
- A person who believes they have been excluded from participation in, denied the benefits of, subjected to discrimination under, or denied training, services, education, or employment because of race, religion, gender identity, color, national origin, sex, sexual orientation, age, disability, military status, or has been retaliated against for engaging in protected activity can file a complaint with the Executive Director in writing.
- All inquiries and complaints must be in writing, and should be addressed to the Executive Director, who is Options Civil Rights Liaison.
  - Complaints about the Executive Director may be addressed to the President of the Options Board of Directors.
- When notified that a person believes s/he has been discriminated against and wishes to file a complaint, Options Executive Director will notify such person that if s/he wishes to file a complaint with KHRC, EEOC, or OCR, that complaint must be filed within the timeframes set forth by those agencies, as can be found at the links below:

- <http://www.eeoc.gov/employees/timliness>
- <http://www.khrc.net/complaint>
- <http://www2.ed.gov/offices/list/ocr/qa-complaints>

**Human Rights Commission**

900 SW Jackson, Suite #568-South  
Landon State Office Building  
Topeka, KS 66612  
Phone: 785-296-3206  
Fax: 785-296-0589  
TTY: 785-296-0245  
Web: [www.khrc.net](http://www.khrc.net)

**Equal Employment Opportunity Commission**

National Contact Center  
Gateway Tower II, 4<sup>th</sup> & State Ave, 9<sup>th</sup> Floor  
Kansas City, KS 66101  
Phone: 800-669-4000  
TTY: 800-669-6820  
Web: [www.eeoc.gov/employees/charge.cfm](http://www.eeoc.gov/employees/charge.cfm)

**Office of Justice Programs**

Office of Civil Rights  
810 7<sup>th</sup> St. NW  
Washington, DC 20531  
Telephone: 202-307-0690  
Fax: 202-616-9865  
TTY: 202-307-2027

**Kansas Governor's Grant Program**

900 SW Jackson St.  
Landon State Office Building, Rm 304 North  
Topeka, KS 66612  
Telephone: 785-291-3205