

## MOCSA CIVIL RIGHTS POLICIES AND PROCEDURES

### **Purpose:**

As a recipient of state and/or federal grant funding, including federal financial assistance from the U.S. Department of Justice (DOJ) and the U.S. Department of Health and Human Services (DHHS), the Metropolitan Organization to Counter Sexual Assault (MOCSA) is committed to prohibiting discrimination as defined by state and federal law. This document establishes written procedures for individuals to follow when notifying government grantor entities of an employment or services discrimination complaint; and for MOCSA staff to follow when they receive complaints alleging employment or services discrimination from employees or beneficiaries of MOCSA services.

### **Policy:**

MOCSA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, ancestry, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. MOCSA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, education and services practices, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training, and education programming. Likewise, for program participants, MOCSA does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, or gender identity in the delivery of services.

MOCSA requires its staff and contractors to comply with the following federal civil rights law:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d and DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d(c)(1) and DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132 and DOJ implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 and DOJ implementing regulations at 28 C.F.R. Part 54;
- The Age Discrimination Act of 1975, 42 U.S.C. § 6102 and DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I;
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38;
- The Victims of Crime Act (42 U.S.C. § 10604 et seq.);
- 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); and
- MOCSA will not provide any funding from this award (either directly or indirectly, whether by way of a contract, subaward, or other means) either to 1) the Association of Community Organizations for Reform Now (ACORN) or, 2) an ACORN subsidiary.

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

### **Complaint Procedures:**

A person who believes they have been excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with a program or activity funded in whole or in part with DOJ or DHSS funds, or any other applicable state and/or federal grant funding because of race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, ancestry, marital status, amnesty or status as a covered veteran or has been retaliated against for engaging in protected activity can file a complaint as follows:

File a complaint with the Metropolitan Organization to Counter Sexual Assault (MOCSA) with the Equal Employment Opportunity Coordinator / Civil Rights Liaison, Cheyenne Clonch, Director of Human Resources, located at 3100 Broadway, Suite 400, Kansas City, MO 64111, 816-285-1373, [cclonch@mocsa.org](mailto:cclonch@mocsa.org).

The MOCSA Equal Employment Opportunity Coordinator / Civil Rights Liaison will urge such person to file a complaint with:

Kansas Human Rights Commission (KHRC)  
900 SW Jackson  
Suite 568-South  
Landon Office Building, Topeka, KS 66612-2818  
Phone: 785-296-3206  
Fax: 785-296-0589, TTY: 785-296-0245  
<http://www.khrc.net>

Missouri Human Rights Commission (MHRC)  
3315 W. Truman Blvd., Room 212  
PO Box 1129  
Jefferson City, MO 65102-1129  
Phone: 573-751-3325  
Fax: 573-751-2905, 573-526-5090  
Toll Free Complaint Hotline: 1-877-781-4236  
Relay Missouri: Dial 711, or 1-800-735-2966  
(TDD) 1-800-735-2466 (Voice)  
<http://www.labor.mo.gov/mohumanrights>

### **And/or for employment discrimination claims:**

Equal Employment Opportunity Commission (EEOC)  
National Contact Center 1-800-669-4000 or 1-800-669-6820 (TTY).

### **Claims may also be filed in writing to the EEOC:**

Equal Employment Opportunity Commission (EEOC)  
Kansas City Area Office  
400 State Avenue  
Suite 905  
Kansas City, KS 66101  
Phone: 913-551-5655, TTY: 913-551-5657

Missouri Commission on Human Rights (MHRC) (at Kansas City)  
4049 Pennsylvania Avenue, Suite 150  
Kansas City, MO 64111  
Phone: (816)889-5100, Fax: (816)889-5107, TTY: 1-800-735-2966  
<http://www.labor.mo.gov/hr/>

If the claim is in Kansas, the MOCSA Equal Employment Opportunity Coordinator/ Civil Rights Liaison will advise the charging party that a complaint must be filed with KHRC, and EEOC within 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.

In addition, the MOCSA Equal Employment Opportunity Coordinator / Civil Rights Liaison will forward complaints received to the appropriate listed agency in writing by postal mail within five working days of receiving the complaint. The Civil Rights Liaison will request the charging party to provide the following information when making a complaint; date of alleged discrimination, protected class claimed, written detail of the alleged discrimination and a signature attesting to the facts alleged. The MOCSA Equal Employment Opportunity Coordinator will, along with the submission of the complaint, submit a request to be notified of the finding/s of the relevant agency/agencies. Any finds of discrimination against MOCSA 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 Kansas Governor's Grants Program (KGGP), the Office for Civil Rights, and/or any other applicable agency.

A person who believes they have been excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with a program or activity funded in whole or in part with DOJ or DHSS funds, because of race, color, national origin, sex, age, religion, or disability or has been retaliated against for engaging in protected activity may also file a complaint directly with:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

Office for Civil Rights  
U.S. Dept of Health &  
Human Services  
601 E. 12<sup>th</sup> St #248  
Kansas City, MO 64106

Any MOCSA staff or DOJ or DHSS-funded sub-grantee staff that receives a complaint of alleged discrimination may forward the complaint to any of the above listed agencies, but in all instances shall direct the charging individual to contact the MOCSA Equal Employment Opportunity Coordinator / Civil Rights Liaison, Cheyenne Clonch, Director of Human Resources, located at 3100 Broadway, Suite 400, Kansas City, MO 64111, 816-285-1373, [cclonch@mocsa.org](mailto:cclonch@mocsa.org).

### **Policy Dissemination**

MOCSA's Civil Rights Policies and Procedures will be made available to all staff, contractors, and program beneficiaries. Staff and contractors must acknowledge receiving and reviewing the policy and a copy will be placed in their agency file. Non-Discrimination policy and contact information will be posted in a public area at office locations for employees and program beneficiaries.

### **Training**

MOCSA will provide training for staff on the Civil Rights Policies and Procedures 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 designated Civil Rights Liaison. Attendance shall be documented by MOCSA including a copy of the written material provided. New staff will receive Non-Discrimination Policy training within 60 days of start date.