

## Non-Discrimination Policy

Safehome does not and will not discriminate on the basis 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. This is in line with Kansas Executive order 19-02. This commitment applies to all persons involved in the operations of Safehome. This includes employees, clients, volunteers, vendors, guests, contractors, community members, and donors.

Safehome is an equal opportunity employer. Safehome will make reasonable accommodations for the known disability of an otherwise qualified applicant or employee who can perform the essential functions of the job with or without reasonable accommodation, unless undue hardship would result. Any individual who requires accommodation in order to perform the essential functions of the job should contact the Human Resource Director.

If you are an employee of Safehome and believe you have been subjected to unlawful discrimination, contact your supervisor and the Human Resource Director. If your immediate supervisor is the Human Resource Director, contact the CEO.

If you are an individual other than an employee of Safehome, please contact the Human Resources Director, Chief Operations Officer or CEO.

The Non-Discrimination Policy is given to clients during the intake process. This includes services provided for Clinical, Shelter and Legal.

The complaint will be reviewed with a thorough and objective investigation. A written response will occur within ten days of receipt of the complaint. If the agency determines that unlawful discrimination has occurred, effective remedial action will be taken proportionate with the severity of the offense. Appropriate action to deter any future discrimination will also take place. Safehome will not retaliate against anyone, including staff for filing a complaint and will not permit retaliation by management or co-workers. Findings of discrimination will be reported to the KGGP and the OCR within three business days. Reports of discrimination, which the complainant knows to be untrue, will also not be tolerated and may be grounds for discipline, up to and including termination.

CEO | Heidi Wooten | Heidi.Wooten@safehome-ks.org | 913-378-1515

COO | Stephanie Volk | Stephanie.volk@safehome-ks.org | 913-378-1516

Human Resources Director\* | Nicole Jones | Nicole.jones@safehome-ks.org | 913-378-1514

\*Civil Rights Liaison

You also have the right to contact the following external entities.

Kansas Office of Attorney General | 120 SW 10<sup>th</sup> Ave., 2<sup>nd</sup> Floor, Topeka, KS 6612  
1-800-828-9745

Kansas Governor's Grants Program | Landon State Office Building, 900 SW Jackson,  
Room 304N, Topeka, KS 66612 | 785-291-3205

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The Kansas Human Rights Commission (KHRC)  
Landon State Office Building, 900 SW Jackson, Suite 568 South, Topeka, KS 66612  
785-296-3206 | Fax: 785-296-0589 | TTY: 785-296-0245  
(Complaints must be filed within 180 days of the alleged discrimination)

US Equal Employment Opportunity Commission  
Kansas City Area Office, Gateway Tower II  
4th and State Avenue, 9th Floor, Kansas City KS 66101  
1-800-669-4000 | TTY: 1-800-669-6820  
[www.eeoc.gov/field/kansascity/charge.cfm](http://www.eeoc.gov/field/kansascity/charge.cfm)  
(Complaints must be filed within 180 days of the alleged discrimination)

Office for Civil Rights  
U.S. Department of Health and Human Services  
601 East 12th Street - Room 353, Kansas City, MO 64106  
816-426-7277 | Fax: 816-426-3686 | TTY: 816-426-7065

### **Non-Discrimination | Genetic Information**

Safehome does not discriminate against any applicant or employee because of an individual's genetic information (including information from genetic tests, the genetic tests of family members, family medical history or information about any employee's, applicant's, or family member's request for or receipt of genetic services), and does not conduct any genetic testing on any applicant or employee under any circumstance.

Safehome does not request, require, purchase or deliberately acquire any genetic information. Tests for drug or alcohol use are not considered "genetic testing," and are required by Safehome. If Safehome inadvertently receives information about an applicant's or employee's family medical history or other genetic information, the information will not be used except as required for a legitimate purpose. Example: to consider an employee's leave request relating to a family member's medical condition. The information will be confidential and will not be disclosed except as allowed or required by applicable law.

Any complaint of alleged discrimination by Safehome, its supervisors or employees or any person or organization acting on behalf of Safehome should immediately be called to the attention of the Equal Employment Opportunity (EEO) Official. The EEO Official is the Human Resource Director. Contact information for the EEO Official is identified in Safehome EEO Policy Statements, which are posted in the staff break room. Employees may raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Safehome is committed to complying with all applicable laws providing equal employment opportunities.

Training on Non-Discrimination and Civil Rights occurs upon hire and annually thereafter.

## Non-Discrimination Policy

1. 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;
2. 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;
3. 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;
4. 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;
5. 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;
6. 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;
7. 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);
8. 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.);
9. 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).