

Notice of Nondiscrimination

[Organization Name] is committed to providing an environment free from discrimination based on race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, or any other protected status in accordance with applicable federal, state, and local laws.

No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity operated by [Organization Name].

Contact Information

For questions regarding this policy or to file a complaint, please contact:

Nondiscrimination Coordinator

[Name]

[Title]

[Address]

[City, State ZIP]

Phone: [Phone Number]

Email: [Email Address]

Grievance Procedure

1. Filing a Complaint:

Individuals who believe they have been subjected to discrimination should submit a written complaint to the Nondiscrimination Coordinator within 180 days of the alleged incident. The complaint should include the complainant's name, contact information, and a description of the incident.

2. Investigation:

The Nondiscrimination Coordinator will review and investigate the complaint promptly and impartially. The investigation may involve interviews, review of documents, and other relevant information.

3. Resolution:

Within 30 days of receiving the complaint, the Nondiscrimination Coordinator will issue a written determination of the findings and any corrective actions. Both parties will be notified in writing of the outcome.

4. Appeal:

If the complainant or respondent is dissatisfied with the outcome, a written appeal may be submitted to [Appeals Officer or relevant authority] within 10 days of notification of the decision.

5. Confidentiality and Non-retaliation:

All complaints will be handled with the utmost confidentiality. Retaliation against individuals who file a complaint or participate in an investigation is strictly prohibited.

This Notice is provided as a sample template to outline nondiscrimination practices and grievance procedures. Organizations should modify it to reflect their specific structure and compliance requirements.