

CITY OF WICHITA LAW DEPARTMENT'S NON-DISCRIMINATION POLICY

Notice of Prohibited Discrimination:

It is the policy of the City of Wichita Law Department that all individuals have the right to participate in employment, programs, and activities operated by the City of Wichita Law Department regardless of age and perceived or actual race, color, national origin, sex, religion, sexual orientation, gender identity, citizenship and disability. As a condition of state and/or federal grant funding, the City of Wichita Law Department agrees to operate in compliance with the following statutes and regulations and all other regulations implementing the same:

- 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;
- 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 (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- 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;
- 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;
- 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 DOJ implementing regulations at 28 C.F.R. Part 54;
- 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;

- 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. Part 38 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits);
- The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability (34 U.S.C. § 20110(e) *et seq.*);
- The Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11131); and
- Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(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).
- *Kansas Executive Order 19-02* (EO 19-02) expressly requires all hiring must be on the basis of individual merit and qualifications and expressly prohibits discrimination based on 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.
- *Kansas Executive Order 18-04* (EO 18-04) requires state agencies comply with all state and federal employment discrimination laws prohibiting sexual harassment and retaliation in the workplace; establish agency policies regarding sexual harassment, discrimination, retaliation, confidentiality and anonymous reporting, applicability to intern positions, and training of the policy; and conduct annual mandatory training seminars for all staff, employees, and interns in regard to the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

In addition to the laws listed above, the City of Wichita Law Department shall comply with all provisions of the City of Wichita's Human Resources Policy, Administrative Regulations 3.2 and 3.3 and Chapter 2.06 of the Code of the City of Wichita. The requirements of Chapter 2.06 of the Code of the City of Wichita are available online in English, Spanish and Vietnamese on the City of Wichita's website at www.wichita.gov.

Any individual complainant may assert claims of discrimination to the City of Wichita EEO Officer, Susan Leiker, or to the KGGP Compliance Officer at the addresses listed below.

Adopted December 16, 2021

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

How to File a Complaint:

If anyone believes the City of Wichita Law Department has discriminated against an employee, a client, a customer or a program participant, or anyone else, and/or if an employee receives a complaint of alleged discrimination, please notify the City of Wichita EEO Officer by email, letter, telephone, or fax:

City of Wichita
Human Resources Department
Susan Leiker
455 N. Main, 2nd Fl.
Wichita, KS 67202-1689
Telephone: (316) 269-4723
SLeiker@wichita.gov

Complaints may also be submitted to:

Kansas Governor's Grants Program
Civil Right Liaison: Erica Haas
900 SW Jackson St.
Landon State Office Building, Room 304 North
Topeka, KS 66612
Telephone: (785) 291-3205
Fax: (785) 291-3204
erica.haas@ks.gov

Or notify:

Office of Justice Programs
Office for Civil Rights
810 7th Street NW
Washington, DC 20531
Telephone: (202) 307-0690
Fax: (202) 616-9865
TTY: (202) 307-2027

The City of Wichita EEO Officer and/or the Kansas Governor's Grant Program (KGGP) Civil Rights Liaison will provide written acknowledgement of receiving the complaint, will coordinate the complaint process, and will urge the charging party to file a complaint with the Kansas Human Rights Commission (KHRC) and/or for employment discrimination claims, the Equal Employment Opportunity Commission (EEO) and the Office for Civil Rights (OCR). Additionally, the City of Wichita EEO Officer will advise the charging party that a complaint must be filed with the KHRC and EEO within either 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.

Additionally, the City of Wichita EEO Officer, will advise the charging party of the option of filing a complaint of discrimination pursuant to Chapter 2.06 of the Code of the City of Wichita.

The City of Wichita EEO Officer or KGGP Civil Rights Liaison will request the charging party provide the following information when making a complaint:

1. Date of alleged discrimination;
2. Protected class claimed;
3. Written detail of the alleged discrimination; and
4. A signature attesting to the facts alleged.

In no later than five business days after receiving a complaint in the form described above, the KGGP Civil Rights Liaison or City of Wichita EEO Officer will refer the complaint in writing on to the KHRC and/or for employment discrimination claims, the EEO, and/or the OCR depending on the nature of the complaint. The City of Wichita EEO Officer or KGGP Civil Rights Liaison will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant agency/agencies. The KGGP and/or the City of Wichita EEO Officer will not conduct an independent investigation, but will assist the relevant investigative agency/agencies in the investigation as requested.

Public Notification:

The City of Wichita Law Department shall make available this Non-Discrimination Policy to all staff and program beneficiaries. The policy is to be included with information materials given to all new Law Department staff and posted on the department's website. Such policy shall also be displayed in public areas of the office.

Notice of state and federal laws relating to Discrimination will be posted on employee bulletin boards in staff's breakroom. Additionally, the City's Human Resources Manual and all Administrative Regulations relating to discrimination are available on the City's internal website

Required Training:

The City of Wichita Law Department employees will receive yearly training regarding the complaint procedures and non-discrimination obligations set forth in this policy.

The training will include an overview of complaint policies and procedures, including staff responsibility to refer discrimination complaints from program beneficiaries to the appropriate agencies listed above and to the designated Civil Rights Liaison. The City of Wichita Law Department will sign a form certifying receipt of the Non-Discrimination Policy and completion of Non-Discrimination Policy training.

Adopted December 16, 2021

This policy shall be reviewed on a biennial basis.

Dated: December 16, 2021