



Non-Discrimination Policy

Clean Water Action | Clean Water Fund

Clean Water Action | Clean Water Fund does not discriminate on the basis of race, color, national origin (including Limited English Proficiency, or LEP), disability, age, sex, religion, ancestry, creed, marital status, veteran status, sexual orientation, gender identity, or any other protected characteristic in the administration of its programs, activities, and services. Clean Water Action | Clean Water Fund is committed to upholding federal non-discrimination laws and fostering a culture of inclusivity and equity across all of its operations.

This commitment ensures compliance with the following laws:

- **Title VI of the Civil Rights Act of 1964**
- **Section 504 of the Rehabilitation Act of 1973**
- **The Age Discrimination Act of 1975**
- **The Americans with Disabilities Act of 1990**
- **Title IX of the Education Amendments of 1972**
- **Section 13 of the Federal Water Pollution Control Act Amendments of 1972**

Discrimination or retaliation, including intimidation against individuals exercising their rights under these laws or opposing actions prohibited by 40 C.F.R. Parts 5 and 7, is strictly prohibited.

Non-Discrimination Coordinators

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The Non-Discrimination Coordinators are responsible for compliance efforts, receiving inquiries, and handling grievances related to non-discrimination requirements under 40 C.F.R. Parts 5 and 7.

If you believe you have been discriminated against in connection with Clean Water Action | Clean Water Fund's programs or activities, contact the Non-Discrimination Coordinators or follow the grievance procedure outlined below.

Grievance Procedures

Filing a Grievance

- Grievances must be submitted to one or both Non-Discrimination Coordinators within **90 days** of when you become aware of the alleged discriminatory action.
- Complaints can be submitted via an online form, email, fax, USPS, or by phone. Complaints must include:
 - Name, address, and contact information of the complainant and/or representative.
 - Date and details of the alleged discriminatory action or policy.
 - Basis for the alleged discrimination and the remedy sought.

Acknowledgment and Investigation

- Complaints will be acknowledged within **5 days** of receipt.
- An investigation will be conducted, allowing all interested parties to provide evidence.
- Clean Water Action | Clean Water Fund will maintain confidentiality of all records and files, to the extent that confidentiality is consistent with the requirements of investigation.
- Clean Water Action | Clean Water Fund will apply a “preponderance of evidence standard” to each complaint, meaning the complainant show it is more likely than not that an action or policy is or was discriminatory.
- A written decision will be issued within **30 days**, summarizing findings and resolutions.
- The complainant will be informed of their right to pursue additional administrative or legal remedies.
- Appeals can be submitted to the Board of Directors within **15 days** of receiving the decision.
- A decision on the appeal will be made within **60 days**.

Prohibition Against Retaliation

Clean Water Action | Clean Water Fund strictly prohibits retaliation or intimidation against anyone exercising their rights under this policy. Claims of intimidation and retaliation will be handled promptly and fairly, following this grievance procedure.

Evaluation

Clean Water Action | Clean Water Fund will revise these grievance procedures annually and revise them as necessary to ensure prompt and fair resolution of discrimination and retaliation complaints,

Limited English Proficiency (LEP) Plan

Clean Water Action | Clean Water Fund ensures meaningful access for individuals with Limited English Proficiency (LEP) through:

- **Translation Services:** Essential materials are translated into commonly spoken languages upon request.
- **Interpretation:** Free interpretation services are available upon request.

Accommodation Plans

Clean Water Action | Clean Water Fund is committed to ensuring meaningful access for individuals with disabilities through:

Auxiliary Aids and Services: Services such as sign language interpreters and assistive listening devices are provided upon request.

Materials may be made available in alternative formats, including Braille or large print upon request.

Reasonable Accommodations: Accommodations can be requested by contacting the Non-Discrimination Coordinators. Requests will be reviewed promptly to ensure they do not create undue hardship.

Training and Monitoring:

Annual training on non-discrimination obligations, LEP provisions, and accessibility standards is provided to all staff. Complaints are tracked and reviewed semi-annually to identify systemic issues.

Public Participation

Programs and activities are designed to ensure inclusivity, including location, timing, and accessibility considerations.

Policy Updates

This policy is reviewed annually for compliance with federal and state laws.

Clean Water Action | Clean Water Fund remains steadfast in its commitment to fostering an inclusive and equitable environment for all individuals. We encourage anyone with questions, concerns, or suggestions regarding this Non-Discrimination Policy to contact our designated Non-Discrimination Coordinators. Together, we strive to ensure that our programs, activities, and services are accessible and welcoming to everyone.

If you believe that your rights under this policy have been violated, we urge you to utilize the grievance procedures outlined above. We are committed to addressing all concerns promptly and fairly, upholding the principles of equity, diversity, and respect that form the foundation of our work.

Thank you for helping us create a community that values inclusion and accessibility.