

## **The Non-Discrimination Coordinator is responsible for the following:**

- Coordinating the implementation of this policy across the organization.
- Overseeing the grievance procedure to ensure timely and fair resolution of complaints.
- Providing notices and information to complainants throughout the grievance process.
- Ensuring compliance with federal civil rights laws and EPA nondiscrimination regulations.
- Ensuring all parties are aware of their rights and responsibilities under this policy.
- Tracking all complaints filed under federal non-discrimination laws and rules, including any patterns or systemic problems.
- Conducting semiannual reviews of all formal and informal discrimination laws and/or other complaints to identify and address any patterns or systemic problems.
- Providing training for staff to ensure that they are appropriately trained on non-discrimination and anti-retaliation policies and procedures, including the grievance process.
- Conducting periodic evaluations of the efficacy of efforts to provide services, aids, benefits, and participation in any of your programs or activities without regard to race, color, national origin, disability, age, sex or prior exercise of rights or opposition to actions protected under federal non-discrimination laws.