

NON-DISCRIMINATION STATEMENT AND POLICY GRAINGER COUNTY

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

The County of Grainger is committed to ensuring that no person is excluded from participation in, or denied the benefits of any program on the basis of race, color, or national origin.

This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, termination, layoff, recall, transfers, leave of absence, compensation and training. It is the policy of Grainger County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or 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.

The County of Grainger does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, status as veteran-era or special disabled veteran, or status in any other group protected by law.

This policy was developed to guide Grainger County in its administration and management of Title VI-related activities.

Title VI Coordinator Contact Information
Brenda Chandler
Grainger County Mayor’s Office
8095 Rutledge Pike
P.O. Box 126
Rutledge, TN 37861

II. Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.

- Other information that you deem significant.

The Title VI Complaint Form (See Appendix A) may be used to submit the complaint information. The complaint may be filed in writing with the County of Grainger at the following address:

**Title VI Coordinator Contact
Brenda Chandler
Grainger County Mayor's Office
P.O. Box 126
Rutledge, TN 37861**

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the County of Grainger will be directly addressed by the County of Grainger. The County of Grainger shall also provide appropriate assistance to complainants including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the County of Grainger shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within thirty (30) days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

Grainger County will send a final written response letter to the complainant. In the letter notifying complainant that the complaint is not substantiated, the complainant is also advised of his or her right to appeal within seven calendar days of receipt of the final written decision from the County of Grainger. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

III. Limited English Proficiency Policy (LEP)

In compliance with the Title VI of the 1964 Civil Rights Act and Executive Order 13166, the County of Grainger will take reasonable steps to ensure that persons with Limited English Proficiency ("LEP") have meaningful access and an equal opportunity to participate in all services, activities, and programs. LEP individuals are those who are unable to speak, read, write, or understand the English language at a level that permits them to interact effectively with the County's service providers.

The policy of the County is to ensure meaningful communication with persons that experience LEP and their authorized representatives. This policy also provides for the communication of information contained in vital documents, meaning any document containing information that is critical for accessing services activities, and programs, e.g., letters or notices requiring the response of an LEP individual and documents that inform LEP individuals of free language assistance. All interpreters, translators, and other aids needed to comply with this policy shall be provided without cost to the person being served.

The County's LEP Policy governs the County, County employee functions and actions, and sub recipients of federal funds through the County. This Policy does not govern organizations that make use of County space for non-County events.