

Amendment A

Civil Rights Non-Discriminatory Policy

REASON FOR STATEMENT: All persons, including Limited English Proficiencies (LEP) Individuals, involved in activities with Free Arts for Abused Children of Arizona need to know our Civil Rights Anti-Discrimination policies and how to file a Federal complaint. Federal laws prohibit recipients of Justice Department funding from discriminating against individuals or groups, either in employment or in the delivery of services or benefits, on the basis of race, color, national origin, religion, sex, or disability. In addition, federal law prohibits recipients of Justice Department funding from discriminating on the basis of age in the delivery of services or benefits.

PERSONS CONCERNED: This statement is directed not only to directors and officers, but to all employees, potential employees, and program participants, including volunteers, mentor, and interns.

AREAS IN WHICH CONFLICT MAY ARISE: Discrimination may arise in the workplace, board meetings, program trainings and activities, Free Arts sponsored conferences, and other activities led by Free Arts.

POLICY: Free Arts for Abused Children of Arizona does not discriminate on the basis of race, color, national origin, religion, sex, age, and disability in the delivery of services. See Free Arts policy document part 4.b. for more details.

PROCEDURE:

Notify the public of the policy

One Free Arts program staff member is the designated contact and is required to complete the online Civil Rights Training offered by the OCR. Please see Free Arts Office Manager for details.

This Free Arts policy must be posted in the agency policy manual, employee handbook, board handbook, mentor handbook, agency web site, and on the premises. Free Arts employees will review the policy yearly.

To file a complaint: Complaints can be made to Free Arts for Abused Children of Arizona OR other agencies listed below.

Complaints to Free Arts of Abused Children of Arizona should be made to the Executive Director, or if she or he is the one with the complaint, then to the board chair. The complaint will then be referred to one of the entities below.

Complaints made directly to an appropriate agency. Log on, then follow directions for filing a complaint.

List of agencies for filing a complaint:

Office for Civil Rights
Office of Justice Programs
U.S. Dept. of Justice
810 7th Street, NW
Washington, DC 205431
www.ojp.gov
<http://ojp.gov/about/ocr/complaint.htm>

Arizona Department of Public Safety
VOCA Administration
Civil Rights Coordinator
P.O. Box 6638 – MD 1320
Phoenix, AZ 85005-6638
602-223-2491
www.azdps.gov/services/crime_victims

Office of the Arizona Attorney General
Civil Rights Division
1275 W. Washington Street
Phoenix, AZ 85007
602-542-5263
www.azag.gov/civil-rights

To file a complaint with other agencies: Complaints can be made directly to, Office for Civil Rights, Arizona Department of Public Safety, and the Office of the Arizona Attorney General. Contact information can be found above.

U.S. Department of Justice: <http://ojp.gov/about/ocr/complaint.htm>.

Download and complete the Complaint Verification Form (CVF) and the Identity Release Statement (IRS) and return both forms to the OCR at the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

To receive translation services for LEP Individuals

Contact Free Arts for Abused Children of Arizona at 602-258-8100 if you feel you have limited English proficiencies and need help with translations. LEP.gov promotes a positive and cooperative understanding of the importance of language access to federally conducted and federally assisted programs. This site acts as a clearinghouse, providing and linking to information, tools, and technical assistance regarding limited English proficiency and language services for federal agencies, recipients of federal funds, users of federal programs and federally assisted programs, and other stakeholders.

<http://www.lep.gov/>

<http://ojp.gov/about/ocr/lep.htm>