

CITY OF WESTFIELD, MASSACHUSETTS
NON-DISCRIMINATION POLICY AND PROCEDURE

The City of Westfield as a recipient of Federal financial assistance is responsible for addressing complaints of discrimination on the basis of race, color, national origin, disability, age or sex in the use of its funds. The City of Westfield does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, and , the City of Westfield does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

The City of Westfield Director of Personnel is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination laws).

If you have any questions about this notice or any of the City of Westfield's non-discrimination programs, policies or procedures, you may contact:

Civil Rights Coordinator
Personnel Department
City of Westfield
59 Court Street, Westfield MA 01085
(413) 572-6207

If you believe that you have been discriminated against with respect to a City of Westfield program or activity, you may contact the Personnel Director identified above, follow the guidelines listed below, or visit our website at www.cityofwestfield.org to learn how and where to file a complaint of discrimination.

GRIEVANCE PROCEDURE

1. A complaint should be filed in writing, contain the name and address of the person filing it, and describing with as much detail as possible the alleged violation of the regulations.
2. The complaint should be address to the individual who has been designated to coordinate non-discrimination compliance efforts, listed above.
3. The complaint should be filed within one hundred eighty (180) days after the complainant becomes aware of the alleged violation.
4. The City of Westfield will determine if it has jurisdiction to process/investigate the complaint.
5. If the City of Westfield has jurisdiction, the coordinator or designee will notify the City department or agency that is the subject of the complaint and request a response to the complaint.
6. Every effort will be made to obtain early resolution to the complaint at the lowest managerial/administrative level possible. If it is determined that an investigation is warranted, the designated investigator will begin an investigation. The investigation may include interviews of the complainant, employees, contractors, subcontractors, subgrantees, those named in the complaint, and witnesses to the alleged discrimination, as well as a review of any physical or

written evidence. If more information is needed to resolve the case, the Personnel Director may contact the complainant.

7. After the investigation concludes, the complainant will receive a written notice detailing: a) the findings of the investigation; b) whether discrimination or retaliation was found; c) a summary of the investigation process; d) any corrective actions that will be implemented (if applicable). The preponderance of evidence standard shall be applied during the analysis of each complaint.
8. Any claims of intimidation or retaliation related to the complaint process will be handled promptly and fairly pursuant to the listed procedure and in the same manner as other claims of discrimination.
9. The Civil Rights Coordinator shall maintain the files and records of the City of Westfield relating to the complaints filed under this procedure.
10. The right of a person to a prompt and equitable resolution for the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.