 **NONDISCRIMINATION POLICY**

The Port of Port Angeles (Port) complies with Federal civil rights laws and is committed to providing its programs and services without discrimination or retaliation in accordance with:

* *Title VI of the Civil Rights Act of 1964,* which prohibits discrimination based on **race, color, or national origin** (including **language**) and *Section 504 of the Rehabilitation Act of 1973,* which prohibits discrimination based on **disability**.
* *Title IX of the Educations Amendments Act of 1972,* which prohibits discrimination based on **sex** in education programs or activities.
* *Age Discrimination Act of 1975,* which prohibits discrimination based on **age**.
* *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19,* which prohibits discrimination based on **religion** in social service programs.

The Port prohibits retaliation and related conduct against person who experience discrimination.

**To File a Complaint**

If you think that the Port of Port Angeles has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, or age, you can file a complaint in person or by mail, fax or email with: **Braedi Joutsen**, HR Administrator/Clerk to the Board, Port of Port Angeles, P.O. Box 1350, Port Angeles, WA 98362, braedij@portofpa.com

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail**: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)
**Fax:** 202-401-4708
**U.S. Mail**:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528
For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl) Phone: 202-401-1474 Toll-Free: 1-866-644-8360

**Information and Services for Persons with Disabilities and Persons with Limited English Proficiency**

DSHS Community Services Office

**Toll Free:** 877-501-2233

* Provides free aids and services to persons with disabilities, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.).
* Provides free language services (qualified foreign language interpreters and information written in other languages, etc.), to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact**:

**Braedi Joutsen**, HR Administrator, Port of Port Angeles, P.O. Box 1350, Port Angeles, WA 98362, braedij@portofpa.com

**Complaint Procedure:**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should immediately contact the Human Resources Administrator, Braedi Joutsen, at PO Box 1350, Port Angeles, WA 98362, braedij@portofpa.com.

Complaints warranting initial merit will be forwarded to the Port’s Executive Director and legal counsel, within ten (10) business days for further review and investigation. Once the complaint is under review by the Port’s Executive Director and/or the Port’s legal counsel. Additional information may be requested as well as conducting interviews with involved parties. Once all the materials are reviewed, legal counsel will provide written response to the complaint within thirty (30) calendar days.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Port of Port Angeles will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

The Port of Port Angeles encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to the Port of Port Angeles’ Executive Director and/or the Port’s legal counsel within thirty (30) calendar days of receiving response to complaint.

Individuals with disabilities and/or Limited English Proficiency may use free assistance services to aid them with filing a complaint. Services include qualified sign language interpreters, written information in other formats (large print, audio, accessible electronic formats, etc.), and free language services (qualified foreign language interpreters and information written in other languages, etc.).