

POLICY: **Nondiscrimination**  
EFFECTIVE DATE: **03/23/22**  
PAGE: **1 of 3**

#866

## POLICY

It is the policy of the District to be committed to the principles of equal opportunity employment and have equal access to services and/or assistance.

Accordingly, the District shall ensure that all current and potential employees, candidates, officials, volunteers, patrons, residents, visitors, patients, clients, and contractors are treated equally regardless of genetic information, race, color, national origin, age, disability, gender, religion, creed, sexual orientation, political affiliation, belief, or veteran status.

## SCOPE

This Policy is not intended to replace, but rather supplement existing District policies, responsibilities, practices, and procedures regarding employment and volunteer opportunities.

## RESPONSIBILITIES

It is the responsibility of all **District officials, employees, volunteers, and visitors** to follow this Policy.

It is the responsibility of the **Chief** to ensure the District follows this Policy regarding their response to incidents and other requests for assistance, including translation or interpretation assistance and compliance data.

It is the responsibility of the **District Manager** to ensure the District follows this policy in regard to District facilities and grounds and District contracts and vendor agreements; communications and notices; programs, events, and activities; translation or interpretation assistance; and compliance data.

It is the responsibility of the **Personnel Officer** to be the District's Title IX coordinator as defined by Title IX of the Education Amendments Act of 1972.

It is the responsibility of the **Personnel Officer** to accept complaints regarding violations of this Policy and communicating those complaints to the District's Board.

It is the responsibility of the **Board** to receive, investigate, and appropriately act upon complaints regarding violations of this Policy.

POLICY: **Nondiscrimination**  
EFFECTIVE DATE: **03/23/22**  
PAGE: **2 of 3**

#866

## PRACTICES

### Contracts and Vendor Agreements

All District contracts and vendor agreements shall contain non-discrimination clauses to assure compliance with Title IX of the Education Amendments Act of 1972, Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990 (ADA), as amended; the Age Discrimination Act of 1975, as amended; the Genetic Information Nondiscrimination Act; and other pertinent civil rights laws, and regulations.

### Notices

Sufficient notices of this Policy shall be publicly posted and communicated, including the District's website, so that eligible individuals are notified, aware of, and have a full and fair opportunity and access to receive District services and participate in District programs, events, and activities.

The District shall provide translation or interpretation assistance when encountering limited English proficient (LEP) individuals.

### Compliance Data

Sufficient attempts are made to collect and maintain compliance data and, upon request, provide such data for the purpose of determining compliance with applicable laws and regulations.

### Complaints

Anyone who believes that they have been denied District employment, the opportunity to volunteer with the District, a District service or benefit, or participation in a District program, event, or activity because of genetic information, race, color, national origin, age, disability, gender, religion, creed, sexual orientation, political affiliation, belief, or veteran status may file a complaint by contacting the Personnel Officer at 660-477-3456.

Complaints must be filed within 180 days of the alleged event giving rise to the complaint.

Complaints may also be filed in writing to:

Personnel Officer  
Western Cass Fire Protection District  
Post Office Box 8  
Cleveland, Missouri 64734

General Services Administration  
Office of Civil Rights  
R 1800 F Street Northwest, Suite 5123  
Washington, DC 20405

POLICY: **Nondiscrimination**  
EFFECTIVE DATE: **03/23/22**  
PAGE: **3 of 3**

#866

RELATED POLICIES

Equal Employment Opportunity 212  
Prohibited Employment Practices 266

RELATED STATUTES

RSMo §§213.10-213.137  
RSMo §191.656  
RSMo §375.1309  
Title IX of the Education Amendments Act of 1972  
Title VI of the Civil Rights Act of 1964, as amended  
Section 504 of the Rehabilitation Act of 1973, as amended  
The Americans with Disabilities Act of 1990 (ADA), as amended  
The Age Discrimination Act of 1975  
The Genetic Information Nondisclosure Act (GINA)

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version