

In accordance with our commitment to upholding federal non-discrimination laws, we want to ensure that all employees are aware of their rights as outlined in the Procedural Safeguards Checklist for Recipients - Federal Non-Discrimination Obligations and Best Practices.

Employee Rights Summary:

1. Notice of Non-Discrimination:

- Employees have the right to be informed about our non-discrimination policies, which prohibit discrimination based on race, color, national origin, disability, age, or sex .

2. Grievance Procedures:

- Employees have the right to file discrimination complaints under federal non-discrimination laws. We have established grievance procedures to ensure prompt and fair resolution of such complaints.

3. Non-Discrimination Coordinator:

- We designate a non-discrimination coordinator to ensure compliance with federal non-discrimination laws. Employees have the right to access information about our non-discrimination policies and file complaints.

4. Public Participation:

- Employees have the right to participate in public involvement processes without discrimination based on race, disability, or other protected characteristics.

5. Meaningful Access:

- We provide meaningful access to programs and activities for individuals with limited English proficiency and disabilities. Employees have the right to request language services or accommodation to ensure equal participation.

In conclusion, we are committed to fostering an inclusive and equitable workplace where all employees are treated with dignity and respect, and where their rights are upheld in accordance with federal non-discrimination laws.

If you have any questions or concerns regarding your rights or our non-discrimination policies, please don't hesitate to reach out to our HR department.

Sincerely,

St. Charles Watersheds Alliance