

August 28, 2023

Notice of Non-Discrimination

Walnut Way Conservation Corp is committed to creating and maintaining an inclusive and accessible environment for everyone. We firmly believe in equality and uphold the principle of non-discrimination in all our programs and activities. It is our policy not to discriminate on the basis of race, color, national origin, sex, age, or disability.

Ensuring that our community members are treated with respect and dignity is of utmost importance to us. To that end, we have appointed an Associate Director to serve as our Civil Rights Coordinator. This individual is dedicated to overseeing our compliance with civil rights laws and addressing any concerns related to discrimination within our organization.

If you have any questions, concerns, or need to report a discrimination issue, please contact our Associate Director, Civil Rights Coordinator. We are here to ensure that Walnut Way remains a welcoming and equitable space for all.

For more information or assistance, please contact our office directly. Walnut Way is here to support and foster a community where everyone has equal opportunity to participate in and benefit from our programs and activities.

Walnut Way Conservation Corp Grievance Procedures

Purpose:

These procedures are established to ensure the prompt and equitable resolution of complaints alleging any action prohibited by 40 C.F.R. Parts 5 and 7, which pertain to nondiscrimination on the basis of sex and other protected categories in education programs and activities receiving federal financial assistance.

Scope:

These procedures apply to all employees, students, and participants in programs and activities conducted by Walnut Way Conservation Corp.

Grievance Procedures:

1. Filing a Complaint:
 - Complaints should be submitted in writing to the designated Grievance Officer within 30 days of the alleged discriminatory action.
 - The complaint should include the complainant's name, contact information, and a detailed description of the alleged violation.
2. Acknowledgment:
 - The Grievance Officer will acknowledge receipt of the complaint within five business days.

3. Investigation:

- The Grievance Officer will conduct a thorough and impartial investigation of the complaint.
- This may include interviews with the complainant, the respondent, and any witnesses, and a review of relevant documents.

4. Resolution:

- Within 30 days of receiving the complaint, the Grievance Officer will provide a written determination to the complainant and the respondent, outlining the findings and any corrective actions to be taken.
- If the complainant is not satisfied with the resolution, they may appeal the decision to the Executive Director within 10 business days of receiving the determination.

5. Appeal Process:

- The Executive Director will review the appeal and may conduct further investigation if necessary.
- A final decision will be provided in writing to the complainant within 20 business days of the appeal being filed.

6. Confidentiality:

- All complaints and investigations will be handled with the utmost confidentiality, consistent with the need to conduct a thorough investigation.

7. Non-Retaliation:

- Retaliation against any individual who files a complaint or participates in an investigation is strictly prohibited.

Contact Information:

- Grievance Officer: [Jerrilynn Freelon]
- Address: [Walnut Way Conservation Corp, 2240 N 17th Street, Milwaukee, WI]
- Phone: [414-264-2326]
- Email: [jfreelon@walnutway.org]