

JASTECH DEVELOPMENT SERVICES, INC.

Complaint of Discrimination, Harassment and/or Retaliation Procedure

It is the policy of JASTECH Development Services, Inc. (JASTECH) that it shall not discriminate against any individual in its programs or activities based on race, color, national origin, limited English proficiency, sex, age, disability, sexual orientation, veteran status, religion, gender identity, or citizen status.

Purpose and Scope: This policy outlines the procedures and methods for addressing and resolving complaints when allegations of unlawful discrimination, harassment, and/or retaliation arise. It shall be followed when a person wants to report a grievance or complaint for an event which the person believes is in violation(s) of JASTECH's policy against discrimination in its programs and activities. The purpose of this procedure and attached grievance form is to secure an equitable, prompt, and satisfactory resolution of the matter.

This procedure shall be implemented in compliance with JASTECH's policy against discrimination in its programs and activities.

Procedure

1. A grievance/complaint under this policy must be made in writing using the attached Form. It must be signed by the Complainant and submitted within 30 days of the alleged violation.
2. The complainant must include a detailed statement of the known facts out of which the complaint arises, a request for specific relief, and the names and contact information for any witnesses to the incident mentioned in the complaint.
3. All complaints will be investigated upon receipt of the form. The investigation shall be completed within 20 working days of receipt. During this time, all parties and witnesses will be interviewed. A report of initial findings shall be made within 30 days of receipt of the complaint.
4. The report on the initial findings will be discussed with all parties individually within 7 days of its completion. During this meeting an offer of mediation will be made to the parties involved. If the parties agree to mediation, the mediation shall be scheduled to occur within 10 days of the decision to mediate.
5. All complaints/grievances arising out of Title IX for sexual harassment will follow the JASTECH procedure "Title IX Grievance Policy and Procedures".

Revised: November 2023

References:

40 C.F.R. Part 5 – Nondiscrimination Based on Sex in Education Programs or Activities Receiving Financial Assistance
40 C.F.R. Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Assistance from The Environmental Protection Agency

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6. To ensure fairness and consistency in the resolution of the complaint, a trained Mediator from outside of the organization shall be brought in to manage the mediation process.
7. The Mediator will issue their final report within 15 days of the final mediation session. A meeting will be held with all parties for their response to the mediator's recommendation. If the recommendation is accepted by all parties, it shall be implemented immediately.
8. An individual who believes that they are not satisfied with the final recommendation shall maintain the right to file a complaint with an appropriate local, state, or federal agency or court with proper jurisdiction.

RECORD KEEPING: JASTECH shall maintain all records relating to the grievance process and Title IX matters for a period of at least seven (7) years. JASTECH will maintain demographic data on the race, color, national origin, sex, age, and disability status of the population it serves in compliance with 40 C.F.R. 7.85(a).

Revised: November 2023

References:

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40 C.F.R. Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Assistance from The Environmental Protection Agency

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File Number Assigned _____

JASTECH DEVELOPMENT SERVICES, INC.

Complaint of Discrimination, Harassment and/or Retaliation Form

This form provides the opportunity for a person to report a grievance or complaint for an event which you believe is in violation(s) of JASTECH Development Services, inc. (JASTECH) policy against discrimination in its programs and activities. The purpose of this form and the attached grievance procedure is to secure an equitable, prompt, and satisfactory resolution of the matter.

This procedure shall be implemented in compliance with the JASTECH policy against discrimination in its programs and activities.

First Name _____ **Last Name** _____

Pronouns* _____

*Choices include She/Her/Hers; He/Him/His; They/Them/Theirs; Ze/Hir; None; No Preference; or Other Not Listed.

Home Address:

Personal # _____ **Work #** _____

Email Address _____

Basis for Complaint:

Race <input type="checkbox"/>	Color <input type="checkbox"/>	National Origin <input type="checkbox"/>	Limited English Proficiency <input type="checkbox"/>
Sex <input type="checkbox"/>	Age <input type="checkbox"/>	Disability <input type="checkbox"/>	Sexual Orientation <input type="checkbox"/>
Veteran Status <input type="checkbox"/>	Religion <input type="checkbox"/>	Gender Identity <input type="checkbox"/>	Citizenship Status <input type="checkbox"/>
*Other <input type="checkbox"/>			

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C. Witnesses. List anyone who you believe can provide relevant information regarding your complaint.

Name: Title / Department / Address / Email Address / Phone Number:

(If additional space is needed, please use the back of this form)

D. How would you like this matter resolved?

(If additional space is needed, please use the back of this form)

By signing this form, you are initiating a complaint in accordance with the policies of JASTECH Development Services, Inc. You cannot be retaliated against for filing a complaint. If at any time you feel that you are being retaliated against or if you have questions or concerns, please contact this office: HR@overbrookcenter.org

Your signature affirms that this information is true to the best of your knowledge.

Print Name: _____

Signature: _____

Date: _____

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