



Notice of Nondiscrimination

Groundwork USA (GW USA) is committed to ensuring that no person is excluded or denied from admission or access to Groundwork USA properties, programs, activities, services or employment, on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, language barriers or disabilities as protected by nondiscrimination laws such as Title VI of the Civil Rights Act of 1964 ("Title VI"). Title VI prohibits discrimination on the basis of race, color or national origin in federally funded programs. Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations and executive orders including:

- Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act of 1990, which prohibit discrimination based on disability.
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities ("Title IX").
- 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.

We also strive to provide reasonable language assistance services, such as interpretation and information written in non-English languages, to persons with limited English language proficiency to enable them to access our services across the United States.

GW USA is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from GW USA's employment, properties, programs, activities, and services. GW USA employees and job applicants with disabilities may request reasonable accommodations from GW USA that they believe will enable them to have equal opportunity to participate in hiring and employment. Individuals with disabilities may also request reasonable accommodations that they believe will allow them equal access to GW USA's programs and activities, including auxiliary aids and services for those with hearing, vision, and speech disabilities. Please contact Stacey Moran at the phone number or email address below should these services be needed.

Grievance Procedures

Any person or group of persons who believe that discrimination has occurred by GW USA based on race, color, national origin, disability, or any other protected category may file a written complaint with GW USA by contacting Chief Operations Officer, Stacey Moran, at the email address provided below.

- Grievances must be submitted in writing within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.

- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Chief Operations Officer (or her/his designee) shall investigate the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Chief Operations Officer will maintain the files and records relating to such grievances. To the extent possible, and in accordance with applicable law, the Chief Operations Officer will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Chief Operations Officer will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 45 days after its filing, including a notice to the complainant of their right to pursue further remedies.
- The person filing the grievance may appeal the decision of the Chief Operations Officer by writing to the Chief Executive Officer within 15 days of receiving the Chief Operations Officer's decision. The Chief Executive Officer shall issue a written decision in response to the appeal no later than 45 days after its filing.

It is against the law for GW USA to retaliate against anyone who takes action to oppose discrimination, files a grievance or participates in the investigation of a grievance in accordance with the above authorities.

Point of Contact:

Stacey Moran
Chief Operations Officer
Groundwork USA
22 Main Street, 2nd Floor
Yonkers, NY 10701
Phone: 201-366-0541
Email: Stacey@groundworkusa.org