



**KACEE**  
KANSAS ASSOCIATION FOR  
CONSERVATION &  
ENVIRONMENTAL  
E D U C A T I O N



## Policy Overview

At KACEE, we are committed to creating an inclusive and equitable environment where all individuals are treated with dignity and respect. We strictly prohibit discrimination and harassment of any kind based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local laws.

## Non-Discrimination Policy

KACEE does not and shall not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law in any of its programs, activities or operations

**As the designated non-discrimination coordinator, Laura Downey, Executive Director (Phone: 785-532-3322 or email: [ldowney@kacee.org](mailto:ldowney@kacee.org))** is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination laws).

We are committed to providing an inclusive and welcoming environment for all members of our staff, board, members, volunteers, subcontractors, vendors, clients, and members of the public.

## Practices Supporting Inclusion:

We strive to provide reasonable language assistance services to persons with limited English language proficiency to enable them to access our services, if requested. Any person needing accommodations will contact the Non-Discrimination Coordinator.

Individuals with disabilities may request reasonable accommodations that they believe will allow them equal access to KACEE's programs and activities. Any person needing accommodations will contact the Non-Discrimination Coordinator.

On all registrations for KACEE events, both online and in person, KACEE will request accommodation needs from registrants and provide reasonable accommodations.

## Grievance Procedures

We encourage any individual who believes they have been subjected to discrimination or harassment to report the incident promptly. The following procedures are in place to address and resolve grievances:

1. **Reporting a Grievance:** Individuals may report grievances verbally or in writing to the designated Non-Discrimination Coordinator and Executive Director within 90 days from the date of the alleged discriminatory act. Their contact information will be provided on the [kacee.org](http://kacee.org) website as well as displayed with the policy and process in our home office. In the event that the Executive Director is directly involved in the grievance, the report should be made to the KACEE Board President. (Inclusion of contact information for the Executive Director and Board President will be identified in the KACEE website).
2. **Initial Review:** Upon receiving a grievance, the Non-Discrimination Coordinator will conduct an initial review to determine the nature of the complaint and the appropriate next steps.
3. **Investigation:** A prompt, fair, thorough and impartial investigation will be conducted. This may involve interviews with the complainant, the accused, and any witnesses, as well as the review of relevant documents and other evidence.
4. **Resolution:** Upon completion of the investigation using a preponderance of evidence standard, a determination will be made regarding the validity of the grievance and the appropriate actions to be taken. KACEE strives to resolve all complaints within 90 days. The complainant will be notified by writing of the outcome of the investigation.
5. **Appeals:** If the complainant is not satisfied with the outcome, they may file an appeal. The appeal must be submitted in writing within 10 days of receiving the decision to the Non-Discrimination Coordinator, or in the case of involvement of the Executive Director, to the Board President to the following address: KACEE, Attn: Non-Discrimination Coordinator, 2610 Claflin Road, Manhattan, KS 66502. An independent review will be conducted by at least 3 board members, and a final written determination will be made within 60 days.
6. **Confidentiality:** All grievances will be handled with the utmost confidentiality. Information about the grievance will only be shared with individuals who need to know in order to conduct a thorough investigation and resolve the matter.
7. **No Retaliation and/or Intimidation:** Retaliation and/or intimidation against any individual who reports a grievance or participates in an investigation is strictly prohibited. Any form of retaliation will be met with disciplinary action, up to and including termination of employment or removal of board member.

KACEE is dedicated to fostering an environment where every individual feels valued and respected. We take all allegations of discrimination and harassment seriously and are committed to addressing them promptly and effectively.

*This policy statement is in compliance with federal non-discrimination laws and reflects our commitment to creating a fair and inclusive environment for everyone.*