

Grievance Procedures for Addressing Discrimination Complaints

1. Nondiscrimination Coordinator:

Name: Denise Noel

Title: Executive Vice President and General Counsel (“Nondiscrimination Coordinator”)

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Role: The Nondiscrimination Coordinator is responsible for the coordination and oversight of the grievance procedures. This includes receiving complaints, ensuring that investigations are conducted impartially and in a timely manner, and providing guidance on the grievance process. The Nondiscrimination Coordinator also ensures compliance with all relevant civil rights authorities and oversees any corrective actions required.

2. Who May File a Complaint and Appropriate Bases:

Who May File:

Any individual who believes they have been subjected to discrimination can file a complaint. This includes:

- The individual directly affected by the discrimination.
- Individuals or organizations acting on behalf of another person with their consent.

Bases for Filing:

Complaints may be based on the following grounds:

- Race
- Color
- National Origin
- Sex (including gender identity and sexual orientation)
- Disability
- Age

3. Grievance Processes Available:

LIIF provides grievance procedures pursuant to both Department of Treasury and Environmental Protection Agency regulations, which cover violations under various civil rights authorities, including but not limited to:

- **Title VI of the Civil Rights Act of 1964:** Prohibits discrimination on the basis of race, color, or national origin.

- **Title IX of the Education Amendments of 1972:** Prohibits discrimination on the basis of sex in educational programs or activities.
- **Section 504 of the Rehabilitation Act of 1973:** Prohibits discrimination based on disability.
- **Age Discrimination Act of 1975:** Prohibits discrimination based on age.

Options for Complainants:

Complainants may choose to file under one or more of these authorities, as applicable. If the individual believes he or she has been subjected to discrimination under EPA programs or activities, a complaint should be filed as described in Section 4 below. Otherwise, if the individual believes he or she has been subjected to discrimination under other programs or activities, complaints should be filed directly with the Department of Treasury's Office of Civil Rights and Diversity. The Nondiscrimination Coordinator can provide guidance on the appropriate process based on the nature of the complaint.

4. Investigation Process and Timelines:

Submission of Complaint:

Complaints should be submitted in writing to the Nondiscrimination Coordinator. The complaint should include the complainant's contact information, a description of the alleged discriminatory act(s), and the basis for the complaint.

Investigation Review, Conclusion, and Resolution:

Upon receipt, the Nondiscrimination Coordinator will acknowledge the complaint in writing within 10 business days. An investigation will commence, during which relevant information will be gathered, witnesses will be interviewed, and documents will be reviewed. The preponderance of the evidence standard will be used to determine if discrimination occurred.

- **Timeline for Investigation:** The investigation is expected to be completed within 90 days from the date the complaint is received.
- **Resolution:** Following the investigation, the Nondiscrimination Coordinator will issue a written notice of the findings and any corrective actions taken within 5 business days. This Notice will include:
 - Whether discrimination was found;
 - A summary of the investigation process; and
 - The findings and any corrective actions taken or recommended.

Appeals:

If the complainant disagrees with the final decision, they may file an appeal with the Nondiscrimination Coordinator within 15 business days of receiving the written notice. The appeal process will involve a review of the investigation and any new evidence submitted.

5. Assurance Against Intimidation and Retaliation:

The EPA strictly prohibits intimidation and retaliation against individuals who file a complaint or participate in an investigation. Claims of intimidation or retaliation will be addressed promptly and fairly, following the same procedures as other discrimination complaints.

7. Annual Review of Grievance Procedures:

The EPA will conduct an annual review of these grievance procedures to ensure they continue to provide a prompt and fair resolution of discrimination complaints. Revisions will be made as necessary to improve the procedures and ensure compliance with all applicable laws and regulations.

Contact Information:

For questions or to file a complaint, please contact the Nondiscrimination Coordinator.