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## Policy

It is the policy of DSHS that persons shall not be discriminated against **(in employment or service)** because of race, color, creed, religion, national origin, sexual orientation, age, sex, presence of any sensory, mental, or physical disability, or use of a trained dog guide or service animal by a person with a disability, disabled veteran status or Vietnam Era veteran status, recently separated veteran status, or other protected veteran status and **(in employment only)** because of marital status.

It is a violation of the DSHS Nondiscrimination Policy when inequitable practices, based on the above mentioned factors, occur in service delivery and/or employment. Some of these practices are listed as follows:

- Deny services or benefits;
- Refuse to hire or promote;
- Fail to provide appropriate interpreter services, including American Sign Language (ASL);
- Limit access to services because of inaccessible facilities;
- Fail to make reasonable accommodations to allow full participation of persons with disabilities in all programs, activities and services;
- Deny the opportunity to act as a consultant or volunteer, or serve on committees and boards.

## Nondiscrimination Plan

The DSHS Nondiscrimination Plan reflects the department's official policy and commitment that there shall be opportunity, free from discrimination, for all persons. The plan applies to services and employment by DSHS and its sub-recipients of Federal financial assistance in all its programs and activities.

The *DSHS Nondiscrimination Plan* is consistent with *Titles VI and VII of the Civil Rights Act of 1964*, as amended in 1972; *Executive Order 11250*; *Sections 503 and 504 of the Rehabilitation Act of 1973*, as amended; the *Age Discrimination Act of 1975*; the *Age Discrimination in Employment Act of 1967*; the *1974 Vietnam Era Veteran Readjustment Assistance Act*, as amended; the *Americans With Disabilities Act of 1990*; the *Civil Rights Act of 1991*; the *Washington State Law Against Discrimination, RCW 49.60*; the *Affirmative Action RCW 49.74*, and the *Washington State Governor's Executive Orders 89-01, 93-07 and 96-04*.

A copy of DSHS' Nondiscrimination Plan is available at the Human Resources Division, Investigations Unit (IU).

## Discrimination Complaints

If you believe DSHS has discriminated against you, complete the discrimination complaint form on the back side of this brochure and forward to Investigations Unit (IU) Supervisor, Grievance Coordinator for Section 504, Title II and Other Civil Rights Laws, Human Resources Division, Investigations Unit (IU).

If you know of discrimination based on the previously mentioned factors, contact IU.

In accordance with state and federal laws, you may also file a complaint with the following agencies:

- Washington State Human Rights Commission; 1-800-233-3247
- U.S. Department of Health and Human Services, Office for Civil Rights; 1-800-362-1710 (filing a complaint with IU does not preclude you from filing with the Office for Civil Rights).
- U.S. Department of Justice; 1-800-514-0301
- U.S. Equal Employment Opportunity Commission; 1-800-669-3362 or
- U.S. Department of Agriculture, Food and Nutrition Services (discrimination in administering the Food Stamp Program).

### Write to:

USDA, Director of Civil Rights,  
1400 Independence Avenue, S.W.,  
Washington, D.C. 20250-9410  
1-800-795-3272 (voice)  
202-720-6382 (TTY)

Filing a complaint with IU does not preserve the time frame for filing a complaint with any of the external agencies listed previously. You must contact each agency to determine the specific time frame (usually 180 calendar days) for filing complaints with them.

If you choose to complete the attached form, IU will determine jurisdiction, contact you, investigate the complaint and reach a finding. Confidentiality cannot be guaranteed; however, information will be treated as confidentially as possible.

The department will make every attempt to correct and remedy actions considered discriminatory.

## Retaliation

State and federal laws and DSHS policy all prohibit retaliation. Any person, who has filed a discrimination complaint or assisted in the investigation of a discrimination complaint, shall not be intimidated, threatened, coerced, or discriminated against.