

County of Cheshire Civil Rights Policy

In accordance with federal civil rights law, Cheshire County shall not discriminate and no person shall be denied goods, services, or employment on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Equal Employment Opportunity

Cheshire County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to actual or perceived race, color, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

It is the County's policy to administer all conditions and privileges of employment including recruitment, examination, transfer, appointment, training, promotion, compensation, or the administration of employee benefits without discrimination. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace.

In addition to federal law requirements, Cheshire County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, examination, appointment, or the administration of employee benefits.

Notice to the Public

To make Cheshire County citizens aware of the County's commitment to Title VI compliance, and their right to file a civil rights complaint, The County of Cheshire has presented the following information on its website.

Your Civil Rights

The County of Cheshire operates its programs and services without regard to actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age in accordance with Title VI of the Civil Rights Act and other statutes and authorities that prohibit discrimination in federally assisted programs and activities. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title IV may file a complaint with the County of Cheshire. For more information on Cheshire County's civil rights program, the procedures to file a complaint, and/or if information is needed in another language, please contact the County Administrator at 603-352-3031,

ccoates@co.cheshire.nh.us, or visit our administrative office at 12 Court Street, Keene, NH, Monday through Friday (excluding holidays) between 8:00 a.m. and 4:00 p. m.

Grievance Procedure

Cheshire County shall provide prompt and equitable resolution of any complaints alleging any action prohibited by the policies within this Handbook. If an employee believes Cheshire County has violated these policies, or if they have been subjected to adverse action as a result of making a report pursuant to these policies, they should contact their immediate supervisor, or in the event the employee does not feel comfortable reporting information to their immediate supervisor, then the employee shall file a brief written narrative describing the complaint with the County's human resources director, the county administrator, or designee. The respective individual(s) will respond to the complaint in writing within fourteen (14) calendar days. Should this process not result in a satisfactory resolution, the complainant and/or his/her designee may appeal the decision within 14 calendar days to the Board of County Commissioners who will meet with the complainant to discuss the complaint and possible resolutions. Within 14 calendar days after the meeting, the County Commissioners will respond in writing with a final determination of the grievance.

Or if the complainant prefers for any reason, a formal complaint may be filed with the Federal Office of Civil Rights at 810 7th Street, NW, Washington, DC 20531 or askojp@ncjrs.gov; www.ojp.gov; Equal Employment Opportunity Commission at 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only), or info@eeoc.gov, or <https://www.eeoc.gov/contact-eeoc>; or the New Hampshire Commission for Human Rights at their main line 603-271-2767 press option #0 to request a language interpreter or accommodations for persons with disabilities, or email the Commission at humanrights@hrc.nh.gov to make an appointment, be sure to state the language you will need interpreted or the accommodation requested; visit their website for more information <https://www.nh.gov/hrc/>.

Title VI Compliance Coordinator

The human resources director is the designated EEO compliance coordinator for Cheshire County. The human resources director is responsible for implementing and maintaining adherence to the Equal Employment Opportunity program including tracking statistical data, promoting the County as an equal opportunity employer, and receiving and resolving complaints. For any employee that does not believe they have received an equitable resolution for any complaint, please refer to the Grievance Procedure.

Active Lawsuits, Complaints or Inquiries

The coordinators maintain a log of complaints and a list of active investigations conducted by the County, and entities other than the County, including lawsuits and complaints naming Cheshire County, that allege discrimination on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age. As applicable, the coordinators will notify the federal agency providing full or partial funding of the program involved in the complaint

within five business days of receiving a formal Title VI Complaint. The log of complaints and a list of active investigations (if any) are available upon request by contacting the coordinators. The log of complaints includes the name and address of the person filing the complaint, the date of the complaint, the basis of the complaint, the disposition of the complaint, and the status of the complaint.

The list of active investigations includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint, and actions taken by the County in response, or final findings related to the investigation, lawsuit, or complaint.

As of the effective date or revision date of this policy, there are no complaints pending which allege discrimination on the grounds of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, disability, age, or any other form of discrimination.

Public Participation and Decision-Making Bodies

The County of Cheshire Board of Commissioners make policy, service changes, capital programming, facility and maintenance, and other decisions related to the operations of Cheshire County and the programs and services it provides. The Board of Commissioners is composed of three elected members that represent the citizens of the county. Meetings of the Board of Commissioners are always open to the public and are held on Wednesdays at 8:30 at rotating locations. All commissioner meetings are open to member of the public. Members of the public may provide comments and inputs in person at the meetings, or in writing before the meetings. Meetings are publicly noticed and conducted according to the laws of the State of New Hampshire. See the current schedule posted on the County's website. The County encourages members of the public to attend and provide input.

Adopted February 15, 2017, Amended July 18, 2018 and August 5, 2020, Revised November 7, 2024 (version adopted via Employee Handbook)

Civil Rights Title Vi Complaint Form

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Accessible format requirements: Large print Not applicable Other _____

I believe that I have been (or someone else has been) discriminated against on the basis of:

- Race, color, or national origin Disability
 Not applicable Other _____

I believe that a county department, office, or an organization receiving county financial support or pass-through grant funds, has failed to comply with the following program requirements:

- Equal employment opportunity Civil Rights Title VI
 Disadvantaged Business Enterprise Other _____

Are you filing this complaint on your own behalf? Yes No

If no, what is the name and relationship of the person for whom you are complaining? Explain why you have filed for a third party. _____

Have you obtained permission of the aggrieved party? Yes No

Have you previously filed a civil rights complaint against the county? Yes No

If yes, when was the complaint filed? _____

Have you filed this complaint with any of the following agencies? Yes No

If yes, please attach a copy of any response you received to your complaint.

- Department of Transportation Equal Employment Opportunity Commission
 Department of Justice Other _____

Have you filed a lawsuit regarding this complaint? Yes No

If yes, attach any related material and provide the case number and/or date:

Name of service provider, department, office, or organization the complaint is against: _____

Contact person name and title: _____

Phone: _____ Email: _____

May we release your identity and a copy of your complaint to the service provider, department, office, or organization? Yes No *Note: we may be unable to investigate without releasing your identity and complaint.*

On separate pages, please attach a description of your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence.

Signature: _____ Date: _____

Note: We cannot accept your complaint without a signature.