



## Chapter Three: *Employee Policies and Regulations*

### **Title VI of the Civil Rights Act of 1964 and Non-Discrimination**

**300.30**

#### **Purpose Statement**

The City is committed to fostering an environment of fairness, equity, and inclusivity in all aspects of its operations. The Title VI of the Civil Rights Act of 1964 and Non-Discrimination policy is designed to ensure that no individual is discriminated against on the basis of race, color, or national origin in any program, activity, or service administered by the City. This policy reflects our commitment to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination by recipients of federal financial assistance. By implementing this policy, the City seeks to ensure that all practices, processes, and services provided are conducted without discrimination, promoting equal access and treatment for our employees and all members of our community. Our goal is to uphold the principles of the Civil Rights Act and to ensure that our programs and activities serve everyone fairly and impartially.

#### **Scope**

This policy applies to all employees, contractors, and any other individual(s) or entities involved in programs and activities administered or funded by the City of Mount Vernon. It encompasses all City operations, including public services, procedural processes, and public interactions.

#### **Description of Title VI**

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color, or national origin by recipients of federal financial assistance. The law mandates that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal funding.

#### **Executive Orders**

- Executive Order 12898 (1995): This order, titled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” requires federal agencies to identify and address disproportionately high and adverse environmental effects of their programs on minority and low-income populations. The City of Mount Vernon incorporates these principles to ensure environmental justice in all its programs and activities.
- Executive Order 13166 (2001): This order, titled “Improving Access to Services for Persons with Limited English Proficiency,” mandates that federal agencies and recipients of federal funds take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to their programs and activities. The City of Mount Vernon follows this directive to ensure services are accessible to all residents, regardless of their English proficiency.

#### **Employer Expectations**

All City employees, regardless of job classification or position, are expected to uphold and enforce the principles of this policy. This includes:

- Treating all individuals with respect and dignity, free from bias and discrimination.
- Ensuring that all services, programs, and procedural processes are provided in a fair and equitable manner.
- Complying with all training and procedural requirements related to non-discrimination and equal opportunity.
- Reporting any observed or suspected violations of this policy promptly and accurately.



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#### **Commitment to Policy**

The City of Mount Vernon is steadfast in its commitment to preventing discrimination and promoting equal opportunity. We pledge to:

- Regularly review and update our policies and practices to ensure compliance with Title VI and related Executive Orders.
- Support ongoing training and resources to staff to enhance understanding and implementation of this policy.
- Take proactive measures to create an environment where all individuals feel valued and respected.

#### **Reporting Possible Violations**

Individuals who believe they have been subjected to discrimination or have witnessed a violation of this policy should promptly report their concerns. Complaints should be directed to the Office of Human Resources during regular business hours or via email at [hr@mountvernonohio.org](mailto:hr@mountvernonohio.org). The process for reporting includes:

- Providing a clear and detailed account of the alleged discrimination.
- Including relevant dates, names, and any supporting documentation.
- Complaints must be filed no later than 180 days from the date of the alleged discriminatory act, the date when the person became aware of the discrimination, or, in cases of ongoing conduct, the date when the conduct ceased.

#### **Enforcement**

Any reported violations of this policy will be investigated thoroughly and promptly. All complaints will be reviewed in a fair and unbiased manner. Disciplinary action will be taken for anyone who has been found to have violated this policy up to and including termination of employment. The City ensures that such actions will be taken to uphold the integrity of our commitment to non-discrimination.

For additional information or assistance related to this policy, please contact the Office of Human Resources at [hr@mountvernonohio.org](mailto:hr@mountvernonohio.org).

**Policy Review:** This policy will be reviewed periodically to ensure its effectiveness and alignment with organizational and legal requirements. Any changes to the policy will be communicated to all employees accordingly.