

DISCRIMINATION GRIEVANCE PROCEDURE

Eligibility

The Complaint and Grievance Procedure may be used by anyone who wishes to file a complaint or grievance alleging discrimination that may constitute a violation of 40 CFR Part 7, and to assure the prompt and fair resolution of any such discrimination complaints.

Filing of Complaints

To have a complaint submittal considered for investigation under this procedure, the complainant shall file the complaint in writing no later than 180 calendar days after the date(s) of the alleged act(s) of discrimination. The complaint shall be in writing and signed by the complainant or the complainant's representative and shall include the contact information for the complainant or their representative. The complaint shall specify with as much detail as possible:

- The actions or inactions by the Talbot County Sanitary District that support an alleged violation.
- The alleged discrimination that did or will result from such actions or inactions.
- The identity of the person(s) harmed or potentially harmed by the alleged discrimination.
- The state of federal statutes or regulations that the Talbot County Sanitary District allegedly violated (if known).

The Talbot County Sanitary District may request additional information from the complainant if needed to assist with meeting the complaint requirements listed above. Appropriate assistance shall be provided to individuals with disabilities and individuals with limited English proficiency.

The Nondiscrimination Coordinator shall be Joshua Elliott, P.E. A written complaint can be made at joshelliott@talbotcountymd.gov via email to the Nondiscrimination Coordinator, or via mail to or in person at 215 Bay Street, Suite 6, Easton, MD 21601 to the attention of the Nondiscrimination Coordinator.

Complaint Resolution Procedures

Upon receipt of a complaint and any additional information supporting or otherwise associated with the complaint, a case file shall be established containing all documents and information pertaining to the complaint. An initial review of the case shall be conducted. At this stage, the Talbot County Sanitary District shall determine if an informal resolution process should be engaged and, if so, shall inform the complainant how to engage the available options for the informal resolution process.

If the informal resolution process is not appropriate or is unsuccessful, the Talbot County Sanitary District shall review the alleged facts to determine the course of the investigation. The preponderance of the evidence standard will be applied during the analysis of the complaint. The Talbot County Sanitary District shall complete its investigation and issue a report and

determination on whether the County violated 40 CFR Part 7 within 90 days. The report and determination shall be placed in the complaint file and shall be provided to the complainant.

Assurances

The Talbot County Sanitary District endeavors to keep the complainant's identity confidential during this procedure, but there is no guarantee of confidentiality.

No Sanitary District representative or any other entity or person contracted by the Sanitary District shall intimidate, threaten, coerce, or discriminate against any individual or group because the individual has filed a complaint or has testified, assisted or participated in any way in an investigation, or proceeding under this procedure, or has opposed any practice made unlawful by this policy.

This remedy is not exclusive and will not prejudice or cut off any other legal remedies available to a discriminate.

****These procedures are subject to annual review and revision as necessary to ensure prompt and fair resolution of discrimination complaints.****

A handwritten signature in black ink, appearing to read 'R. Clarke', is positioned above the printed name.

Raymond Clarke, P.E.
County Engineer