

Families In Transition

NON DISCRIMINATION POLICY

Families In Transition of Santa Cruz County does not discriminate against any participant. No client/person shall, on the grounds of race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual preference, age, or veteran status be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program conducted under this agreement.

COMPLAINT PROCEDURE

Families In Transition of Santa Cruz County has written complaint procedures regarding the non-discrimination policy above. If you feel you have been discriminated against, please fill out a complaint form (available from any staff member) and ask to speak to the *Supervisor* of the person against whom you are complaining. You have the right to complain without the person you are complaining against being present. If you speak Spanish A language other than English, and the person you must complain to is not fluent in your language Spanish, the *Agency* will provide a translator. If you are complaining about a policy or procedure, please ask to speak to the *Executive Director*. Please describe your complaint and tell us what you would like us to do to rectify the situation. If the problem cannot be resolved by the *Supervisor* or *Executive Director*, you will be invited to speak about your complaint to the *Personnel Committee* of the *Agency Board of Directors*, or to the full Board. Decisions of the *Board of Directors* will be final. If the policy or procedure is not clear to you, please feel free to ask any staff member questions about them.

Initials

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