

## **Fort Wayne Chapter of the Izaak Walton League of America, Inc.**

### **Non Discrimination Policy**

#### **Equal Employment Opportunity**

The Fort Wayne Chapter of the Izaak Walton League of America, Inc. is an equal opportunity employer.

#### **Non-Discrimination Policy**

The IWLA-FW-FW provides equal membership/employment/service opportunities to all eligible persons without regard to race, color, national origin, age, sex or disability.

#### **Filing a Discrimination Complaint**

Persons alleging discrimination by IWLA-FW-FW can file a complaint using the process below.

#### **External Civil Rights Complaints**

The following describes the process for the filing and processing of an external civil rights complaint with the Fort Wayne Chapter of the Izaak Walton League of America, Inc. (IWLA-FW-FW) concerning alleged discrimination in its programs or activities based on race, color, national origin, age, sex or disability by the national IWLA-FW.

#### **Filing a complaint:**

Not more than 180 calendar days following the alleged discrimination, submit a written complaint including the following:

**1) Complainant contact information:** Full name; date of birth; phone number; mailing address; and e-mail address, if available.

**2) A written description of alleged discrimination:** This should include date, time and location of the alleged violation; name(s) and contact information of any witness(es); and name and job title of the IWLA-FW employee(s) alleged to have committed the violation, if available. A description of the alleged discriminatory act(s) should be of sufficient detail to enable IWLA-FW to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, age). Please be as specific as possible in describing the circumstances surrounding your complaint.

**3) Relevant documents:** Copies of any documents related to the complaint or its circumstances.

**4) Complaints filed on behalf of a third party:** If you are submitting a complaint on behalf of someone else and wish to receive information which relates to them or their complaint, you must provide express written consent from that individual authorizing the IWLA-FW to share information with you about the complaint. You must also provide your name, organization (if any), and contact information.

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**Submit your complaint:**

Submit your complaint to the Director of Finance using any of the following means:

United States Mail or private delivery service (i.e., UPS, Fed Ex):

Izaak Walton League of America - Fort Wayne

Attn: Board President

17100 G

Gaithersburg, MD 20878

**Complaint Review Process**

Upon receiving the complaint, the IWLA-FW-FW Chapter will notify the individual submitting it that it has been received.

The Board President or his designee will conduct an investigation of the claims submitted within 180 days of the alleged discrimination. Complaints against the Board President will be investigated by another member of the IWLA-FW-FW Board of Directions. An investigation can include, but is not limited to:

- Reviewing materials submitted by the complainant
- Conducting interviews with IWLA-FW employee(s), the complainant, any witness(es), and others
- Requesting additional information from the complainant
- Convening a meeting with the complainant, relevant IWLA-FW employee(s), and others to discuss the specific complaint and potential remedies, as applicable

Not later than 60 calendar days following receipt of the complaint, the Board President or his designee shall issue a decision on the complaint. That decision shall be communicated to the complainant in writing.

If the complaint is substantiated, the Board President or his designee shall detail the remedial action to be taken by IWLA-FW-FW including, but not limited to:

- Directly providing service(s) that were denied or arranging for services to be provided if IWLA-FW no longer provides the service(s)
- Taking appropriate disciplinary action against the IWLA-FW-FW employee(s) and/or volunteers found to have violated protected civil rights
- Recommending internal procedural, policy, or other changes designed to reduce the likelihood of a similar violation in the future