

# Licking County Board of Developmental Disabilities

## Administrative Policy Manual

**Policy: Participant Non-Discrimination**

**Board Approved: 1/86**

**Revised: 10/89, 8/90, 4/92, 10/02, 3/15**

**Reviewed: 10/14**

**Section: 4.2**

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### **POLICY**

It is the policy of the Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, to support eligible persons without regard to race, color or culture, national origin, disability, age, gender, religion, sexual orientation, or political belief. All persons and organizations having occasion to refer eligible persons for services are encouraged to do so without regard to the person's race, color or culture, national origin, disability, age, gender, religion, sexual orientation, or political beliefs. Services and supports provided by or paid for by the Board will be provided without regard to race, color or culture, national origin, disability, age, gender, religion, sexual orientation, or political belief. The Board is further committed to providing and arranging for services and supports that are culturally sensitive and reflect the diversity of the Licking County community. The following activities are in response to this commitment:

- Arrange for access to services or tools that facilitate communication with eligible or potentially eligible families that do not speak English or use English as a second language;
- Obtain sign language interpreting services as necessary to assist those who are hearing and speech impaired;
- At initial orientation and annually thereafter, provide or arrange for staff education on cultural diversity. Acquire specific education in response to emergent populations.
- Periodic assessment of materials and activities used in outreach and public information activities, with special focus on language that is person centered;
- Participate in community-wide efforts to promote cultural diversity.

Board staff provides a copy of the Complaint Resolution and Appeals of Adverse Actions policy to any person that feels he/she has been discriminated against or received treatment, services or supports that were insensitive or un-responsive to the race, color or culture, national origin, disability, age, gender, religion, sexual orientation, or political belief of the person served or his/her family. The Complaint Resolution and Appeals of Adverse Actions policy is available on the Board's website at [www.lcountydd.org](http://www.lcountydd.org).

In addition, the eligible person and his/her family will be informed that they may report the alleged discrimination to the United States Department of Health and Human Services Office for Civil Rights. Board staff will assist the complainant in this reporting if requested.

The Director of Human Resources and other Board leadership will assess staffs' needs for, and provide information and training on topics that increase staffs' understanding and competence to work with eligible persons and their families from diverse backgrounds.