

LEWES SENIOR ACTIVITY CENTER
TITLE VI COMPLAINT PROCEDURES

- 1. Report any complaints verbally to the Executive Director immediately. If the ED is not available, the complainant should report verbally any incident to the Assistant Director or other staff member.**
- 2. The staff member will interview the complainant and give them a TITLE VI Complaint Form.**
- 3. The staff member will investigate the original complaint and make any documentation necessary.**
- 4. All information such as date, summary, current status and action taken will be discussed and documented.**
- 5. The ED may be reached at 302-645-9293.**

TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Please provide the following information necessary in order to process your complaint.

Complete this form and mail or deliver to:

The Lewes Senior Citizen's Center, Inc.
ATTN: Executive Director
32083 Janice Road
Lewes, De 19958
302-645-9293 – office

Information on the person discriminated against:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

What was the discrimination based on:

- ☐ RACE
- ☐ COLOR
- ☐ National Origin

Date of incident resulting in discrimination: _____

Describe how you were discriminated against:

Please use additional paper if necessary and include what happened, when it happened, who was responsible and any other pertinent information.

What representatives of the agency were involved?

Where did the incident take place? Please provide location, bus driver's name, etc.

Witnesses involved? Please include their name, addresses, and phone or email contacts.

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Did you file this complaint with any other federal, state, or local agency; or with a federal or state court?

- ☐ yes
- ☐ no

If yes, please check agency involved:

- ☐ federal agency
 - ☐ federal court
 - ☐ state agency
 - ☐ state court
 - ☐ local agency
 - ☐ other
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Sign the complaint in the space provided below. Attach any supporting documents.

Complainant's Signature

Complainant's Printed Name

Date

102. 2026 Equal Employment Opportunity Policy

LSAC is committed to equal employment opportunities and to compliance with federal anti-discrimination laws. We also comply with Delaware law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits historically associated with race, such as hair texture and a protective hairstyle), marital status, genetic information, color, age, religion, sex, family responsibilities, reproductive health decisions, sexual orientation, gender identity, national origin, disability, membership in a volunteer emergency responder organization and status as a victim of domestic violence, sexual assault or stalking. LSAC will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Employees are forbidden from engaging in or encouraging/supporting unlawful employment discrimination or not cooperating in an investigation of unlawful discrimination. If any employee has a question, request, or complaint regarding this policy, the employee may contact the Executive Director. Any retaliation from LSAC or any employee for asking a question, making a request, or filing a complaint in connection with this policy is strictly forbidden. Complaints will be investigated, and, if found to have merit, addressed appropriately.

LSAC will provide reasonable accommodation for employees with disabilities in accordance with applicable laws and regulations. We encourage open communication between employees and management regarding accommodation needs and strive to create an accessible and inclusive work environment for all.

(a) Pregnancy Accommodation

In compliance with Delaware law, employees and applicants for employment, with needs related to pregnancy, childbirth or related conditions (including lactation), may request reasonable accommodation to enable them to perform their job. A reasonable accommodation may include, but is not limited to, the following:

- providing suitable equipment for sitting;
- more frequent or longer breaks, or periodic rest periods;
- assistance with manual labor;
- job restructuring, light duty assignments, modified an/or temporary work schedules;
- transfers to less strenuous or hazardous work;
- time off to recover from childbirth; or
- break time and appropriate facilities for expressing breast milk.

LSAC will provide reasonable accommodation for needs related to pregnancy, childbirth or related medical condition so long as the requested accommodation does not impose an undue hardship on LSAC's business operations.

LSAC will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees based on the need to make such reasonable accommodations, nor will LSAC retaliate against any employee who

requests an accommodation.

Employees who have questions or who wish to request a reasonable accommodation due to pregnancy should contact the Executive Director.

(b) Accommodation for Victims of Domestic Violence, a Sexual Offense or Stalking

LSAC will not discriminate against any employee because the employee is a victim of domestic violence, a sexual offense or stalking. LSAC will provide reasonable accommodation for employees who are victims of domestic or sexual violence, unless providing the accommodation would impose an undue hardship on LSAC's business operations. Reasonable accommodation may include reasonable changes in an employee's schedule or job duties that would enable the employee to satisfactorily perform the essential duties of his or her position. The use of accrued leave to address domestic abuse, sexual offense or stalking is also reasonable accommodation.

LSAC may require verification that the employee is a victim of domestic violence, a sexual offense or stalking. Employees who wish to request this accommodation should contact the Executive Director.

Adopted by the LSAC board 8/13/26

Policy Manual (with signatures)
Employee Handbook
Desk Copy