



## Town of Hudson

### Executive Assistant's Office

# Discrimination Complaints Process

The Town of Hudson is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and U.S. Department of Homeland Security regulation 6 C.F.R. Part 19. A complaint may be filed by any individual who believes he or she has been subjected to discrimination based on race, color, national origin (including language), disability, age, sex, or religion.

#### **Notice to Program Beneficiaries**

- Prohibited discrimination based on race, color, national origin (including language), disability, age, sex, or religion.
- All complaints of discrimination must be filed within 180 days of the occurrence of the last act of discrimination. If the last discriminatory act or occurrence was more than 180 days before the filing of the complaint, but less than 300 days earlier, the Complainant should contact the Massachusetts Commission Against Discrimination (MCAD).

A civil rights complaint can also be filed directly with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). The fastest method to submit your complaint to CRCL is by email, [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov), subject line: ATTN: Antidiscrimination Group. The complaint can also be faxed to 202-401-4708 or by U.S. Mail to U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties ATTN: Antidiscrimination Group, Mail Stop #0190, 2707 Martin Luther King, Jr, Ave., SE, Washington, D.C. 20528;

- If language assistance or accommodation is required, please request alternate format complaint forms from the Select Board Office.
  - Call (978) 562-9963 or email [SBLicensing@TownofHudson.org](mailto:SBLicensing@TownofHudson.org) for LEP or ADA assistance

#### **Accepting and Responding to Complaints**

- Designated Employees:
  - Thomas Gregory: Affirmative Action Officer (978) 562-9963 x400
  - Fernanda Santos: HR & Licensing Manager (978) 562-9963 x401
- The Town will notify the complainant and the charged employee of the finding orally.
- The charged employee will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case. This process will be confidential to the extent consistent with an effective investigation, subject to the business needs of the Town.
- The Town will keep written record of all complaints filed.

#### **Dual Filings**

- If the complainant has filed a complaint with another agency, please notify the Human Resource Department to prevent duplicative investigations.

Please refer to Town of Hudson Personnel Regulations Section 8 & 9 for more information.