

The NEED Project
Non-discrimination Policy and Procedure

The NEED Project is committed to a policy of non-discrimination in the conduct of its business operations, programs, and activities, including meeting its responsibilities under 40 C.F.R. Parts 5 and 7 and other federal and state laws, and to the delivery of equitable and accessible services.

It is NEED's policy to ensure full compliance with federal nondiscrimination laws in all of its business operations, programs, and activities. NEED will not discriminate based on race, color, national origin, disability, religion, marital status, sex, veteran status, sexual orientation or age in any programs, services, or activities.

Any NEED employee who believes he or she has been subjected to discrimination shall refer to the Employee Handbook for complaint procedures.

Any member of the public who believes he or she has been subjected to discrimination under 40 C.F.R. Parts 5 and 7 on the basis of race, color, national origin, disability, religion, marital status, sex, veteran status, sexual orientation or age and wants to file a complaint may do so following the outline below. The complaint must be in writing and contain information about the complainant and the alleged discrimination including:

1. The name, address, and phone number of complainant;
2. The name of the department and/or employee(s) against whom the complaint is filed;
3. The location, date, and a thorough description of the alleged violation; and
4. The signature of the complainant or his or her designee.

The complaint shall be submitted as soon as possible, but no less than 30 calendar days after the alleged violation to:

The NEED Project
Attn.: Compliance Director
8404 Kao Circle, Manassas, VA 20110
Phone: (703) 875-5029, Fax: (703) 847-1820, info@need.org

Absent extenuating circumstances, the Compliance Director will provide a written response to the complaint within 45 calendar days after beginning the investigation. The Officer will issue one of three letters:

1. a closure letter summarizing the allegations and stating that there was not a violation and that the case will be closed; or
2. a letter of resolution summarizing the allegations and describing the informal resolution mutually agreed to by the complainant and the department about which the complaint was submitted; or
3. a letter of finding ("LOF") summarizing the allegations and the investigation of the alleged complaint and explaining any remedial action to be taken by NEED.