FILE A DISCRIMINATION GRIEVANCE

Tribal Solid Waste Advisory Network (TSWAN)

TSWAN is committed to providing programs and services free from discrimination. If you believe you have been discriminated against by TSWAN on the basis of race, color, national origin, sex, age, or disability, you have the right to file a grievance.

Who Can File a Grievance

Anyone who believes they have experienced discrimination by TSWAN, including:

- Employees and job applicants
- Program participants and beneficiaries
- Members of the public seeking TSWAN services
- Representatives acting on behalf of someone else

Protected Categories

You may file a grievance if you believe you were discriminated against based on:

- **Race**
- **Color**
- **National Origin** (including limited English proficiency)
- **Sex** (including pregnancy, sexual orientation, gender identity)
- **Age**
- **Disability**

How to File a Grievance

Important: Grievances must be filed within **180 days** of the alleged discriminatory act.

Three Ways to File

1. Use Our Online Form

Download and complete our **Discrimination Grievance Form** [link to form]

2. Write a Letter

Submit a written statement describing the discrimination. Include:

- Your name and contact information
- Date(s) of the alleged discrimination
- Detailed description of what happened
- Basis of discrimination (race, color, etc.)
- Names of individuals involved
- Names of witnesses (if any)

3. Call or Meet in Person

Contact our Nondiscrimination Coordinator to discuss filing a grievance or to schedule an appointment.

Submit Your Grievance To

Bobbi Anne Barnowsky, Executive Director

Tribal Solid Waste Advisory Network (TSWAN)

PO Box 527

Tekoa, WA 99033

Email: bbarnowsky@tswan.org

Phone: (510) 284-7042

What Happens After You File

Step 1: Acknowledgment (Within 10 Business Days)

You will receive written confirmation that we received your grievance.

Step 2: Investigation (Up to 90 Days)

We will conduct a thorough and impartial investigation, which may include:

- Interviewing you and any witnesses
- Reviewing relevant documents and records
- Speaking with individuals involved

Step 3: Written Determination

You will receive a written decision that explains:

- What we found during our investigation
- Whether discrimination occurred
- What corrective actions will be taken (if discrimination is found)
- Your right to appeal

Your Rights

Confidentiality: We will protect your privacy to the extent possible while conducting a fair investigation.

No Retaliation: TSWAN strictly prohibits retaliation against anyone who files a grievance, participates in an investigation, or opposes discrimination. Retaliation is a serious violation and will result in disciplinary action.

Assistance Available: We will help you file your grievance if you need assistance, including providing interpretation or translation services.

Appeal Rights: If you disagree with our decision, you can appeal to TSWAN's Board of Directors within 30 days.

File Directly with EPA

You can file a complaint with the EPA **instead of or in addition to** filing with TSWAN. EPA complaints must be filed within 180 days of the alleged discrimination.

EPA External Civil Rights Compliance Office

U.S. Environmental Protection Agency

Mail Code 2310A

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Email: ExternalCivilRightsCompliance@epa.gov

Website: https://www.epa.gov/ogc/external-civil-rights-compliance-office

Need Help?

If you have questions about filing a grievance or need assistance, contact:

Bobbi Anne Barnowsky, Executive Director

Phone: (510) 284-7042

Email: bbarnowsky@tswan.org

Download Resources

- **Discrimination Grievance Form** [link to PDF]
- **Complete Grievance Process and Procedures** [link to full policy]
- **Alternative Formats Available** (large print, audio, other languages) - contact us to request

TSWAN complies with Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination laws in accordance with 40 CFR Parts 5 and 7.