|  |  |
| --- | --- |
| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Civil Rights | Section: 7110 |
| Effective Date: July 26, 1994 | Revised Date: April 25, 2023 |

No person shall be excluded from participation in or be subjected to discrimination in any Montcalm Care Network (MCN) program or activity on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity or expression, age, marital status, protected military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations.

1. MCN will announce its policy of nondiscrimination by posting the policy and statements on recruitment material.
2. The Human Resources Manager is designated as the person who oversees civil rights activities and documentation.
3. Agreements and contracts will contain nondiscrimination policies and practices.
4. The Human Resources Manager will on an annual basis (end of each fiscal year) compile the following statistics and perform the following duties as they apply:
   1. Number of complaints filed with Federal, State and/or local agencies responsible for ensuring nondiscrimination in governmental programs.
   2. Number and status of unresolved complaints or investigations.
   3. Number and types of actions taken on resolved and unresolved complaints or completed investigations.
   4. File an annual report with the Equal Employment Opportunity Commission (EEOC), if any.
5. MCN will ensure that facilities built with Federal funds are located in a nondiscriminatory manner.
6. MCN will obtain representation and/or attorney letter, upon request by the proper authority, to determine if any civil rights suits have been adjudicated or are pending.