



*Breaking Barriers to Justice*

## Non-Discrimination Policy & Complaint Procedures

Land of Lincoln prohibits discrimination and harassment on the basis of any of the following: actual or perceived race, color, religion, sex, age, national origin, citizenship status, disability veteran status, military status (including unfavorable discharge), marital status, gender identity, gender expression, sexual orientation (real or perceived), political affiliation, genetic information, or any other characteristic protected by applicable United State federal or state law.

Land of Lincoln takes its commitment to providing a place free of harassment or discrimination very seriously. An employee, applicant, client, or applicant for services who believes they have witnessed or been subject to discrimination or harassment should report the discrimination to the Deputy Director. If the complaint involves the Deputy Director, complaints may be made directly to the Executive Director. While Land of Lincoln will investigate all complaints, it is best to make complaints within 15 days of the conduct at issue in order to ensure that potentially problematic situations can be remedied in a timely manner. For Land of Lincoln's complete Discrimination Complaint Procedure policy, please refer to the personnel manual.

Land of Lincoln will not tolerate retaliation against any person who makes a good faith complaint of discrimination or harassment or who otherwise participates in an investigation relating to harassment or discrimination. Employees are encouraged to report suspected retaliation according to the same procedures used for reporting complaints of harassment and discrimination.

In addition, all employees and applicants have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the alleged discrimination. A charge with EEOC must be filed within 300 days of the alleged discrimination. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC), after IDHR has completed its investigation of the complaint.

### Illinois Department of Human Rights

CHICAGO (312) 814-6200  
(866) 740-3953 (TTY)  
SPRINGFIELD (217) 785-5100  
(866) 740-3953 (TTY)  
MARION (618) 993-7463  
(866) 740-3953 (TTY)

### Illinois Human Rights Commission

CHICAGO (312) 814-6269  
(312) 814-4760 (TTY)  
SPRINGFIELD (217) 785-4350  
(217) 557-1500 (TTY)

### U.S. Equal Employment Opportunity Commission

CHICAGO (312) 353-2713  
(312) 353-2421 (TTY)  
ST. LOUIS (800) 669-4000  
(800) 669-6820 (TTY)

**Victim of Crime Act (VOCA) Services:** Any employee, applicant, client, or applicant for services whose wages or services are or would be funded by VOCA funding may also file a complaint alleging discrimination with the Illinois Criminal Justice Information Authority at:

Office of General Counsel  
Illinois Criminal Justice Information Authority  
300 W. Adams St., Suite 200  
Chicago, IL 60606  
[www.icjia.state.il.us](http://www.icjia.state.il.us)

**Violence Against Women Act (VAWA) Services:** Employees, applicants, clients, or applicants for services who believe that they have experienced prohibited discrimination by a recipient of federal financial assistance under a covered grant (the Land of Lincoln Legal Assistance to Victims grant) may file a complaint with the Office for Civil Rights (OCR). OCR has authority to investigate complaints alleging a violation of the VAWA nondiscrimination grant condition.

To file a discrimination complaint, go to <https://ojp.gov> to download and complete the Complaint Verification Form (CVF) and the Identity Release Statement (IRS), and return both forms to OCR at the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

Generally, complaints must be filed with OCR within one year from the date of the alleged discrimination.

**Legal Services Corporation:** In addition to the Land of Lincoln Discrimination Complaint Procedure, any person who believes that any group of individuals has been subject to a pattern and practice of discrimination by Land of Lincoln based on actual or perceived race, color, religion, sex, age, disability, national origin, political affiliation, sexual orientation, gender identity, or any other basis prohibited by law, may file a complaint with the Office of Equal Opportunity of the Legal Services Corporation within sixty (60) days following the alleged act or acts of discrimination. The complaint must be in writing and should include the name and address of the complainant, name of program and individuals responsible for the alleged discriminatory acts, basis for alleged discrimination, the dates and specific acts of the alleged discrimination charge and copies of documents or other materials in support of the complaint. Letters can be mailed to:

Complaints  
Office of Compliance and Enforcement  
Legal Services Corporation  
3333 K Street, N.W.  
Washington, DC 20007  
[complaintscalls@lsc.gov](mailto:complaintscalls@lsc.gov)