

## POLICY AND NOTICE OF NONDISCRIMINATION

The Port of Astoria complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for The Port of Astoria to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

### To File a Complaint

If you think that The Port of Astoria has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person, by mail, or email. The communication should set out in reasonable detail the facts upon which the complaint is based, and should be sent to Melanie Howard, Finance, HR & Business Services Manager ([mhoward@portofastoria.com](mailto:mhoward@portofastoria.com); 503-741-3343). Complaints must be filed within 180 days of the date of the alleged discrimination.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190

2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl)  
Phone: 202-401-1474 Toll-Free: 1-866-644-8360

### Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The Port of Astoria will provide appropriate and reasonable accommodations to communicate effectively with persons with disabilities or persons with limited English proficiency.

**If you need these services, please contact:**

Melanie Howard, Finance, HR & Business  
Services Manager.

## Notice of Complaint Resolution Process

Customers, clients, or other persons with Port business who believe they have experienced discrimination in their dealings with the Port have the right to submit a complaint to the Human Resources Manager at the Port of Astoria. Complaints must be in writing and shall specifically detail the relevant fact(s), the nature of the discrimination, and complainant's protected class. Complaints must be mailed to Port offices (422 Gateway Ave., Suite 100, Astoria, OR 97103); the Port will mail written acknowledgement of the Complaint within fifteen (15) calendar days of the receipt of the Complaint. All communication throughout the complaint process will be maintained by the same means (i.e., written communication that is mailed).

When a complaint is filed, the Port shall promptly commence an internal investigation, normally within five (5) working days. The Port shall respond in writing to the Complainant with a report which contains the results of the investigation and proposed resolution within ninety (90) calendar days of the filing of the complaint. However, timelines contained within this Process may be modified by the Port where the complexity of the complaint and/or the availability of the complainant, accused or witnesses warrant such a modification.

The Port shall endeavor to exclude from the report any facts or information that would violate the Complainant's confidentiality and otherwise handle information in accordance with the requirements of State and Federal law regarding privacy and confidentiality.

The individual accused of harassment has the right to know and respond to all allegations. Both the complainant and the accused offender will be provided with the investigation findings.

The Port of Astoria will provide appropriate and reasonable accommodations to communicate the discrimination complaint resolution process effectively with persons with disabilities or persons with limited English proficiency.