

Adopted by the Board of Directors on December 13, 2000; Revised 4/14/2020; 4/20/2020

Kansas Braille Transcription Institute does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Kansas Braille Transcription Institute is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

This policy shall be posted on the KBTI website, in the organization's policy and procedures manuals, in any employee handbook produced, and posted in a designated general office area where employees, clients, or program participants congregate.

All employees shall be provided with a copy of this policy upon employment. All new hire employees will be provided civil rights training as a part of orientation training and on an annual basis. Program participants may view this policy posted on the KBTI website and in the general office area.

If an employee or program participant needs to file a complaint alleging discrimination, the employee shall can submit the complaint in writing or verbally to the KBTI Executive Director, Board President, or Board Secretary. The complaint will be brought before the Board of Directors at a specially called meeting as soon as possible after receiving the complaint, in order to provide the employee with a quick address to the complaint. The person being accused of discrimination, shall be temporarily removed from decision making regarding the outcome of this complaint and temporarily removed from interaction with the employee submitting complaint, until the Board of Directors can consider the allegations and decide further action.

All findings of discrimination against the sub grantee issued by the federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex will be reported to the OCR and KGGP. To report discrimination complaints to the Office for Civil Rights contact:

Office of Justice Programs
Office of Civil Rights
810 7th Street NW
Washington, DC 20531
Telephone: 202-307-0690
Fax: 202-616-9865
TTY: 202-307-2027

Or to Kansas Governor's Grants Program Civil rights liaison:
900 SW Jackson St. Landon State Office Building, Room 304
North Topeka, KS 66612
Kansas Governor's Grants Program
900 SW Jackson Street, Room 304
North Topeka, KS 66612-1220
Voice: (785) 291-3205 * Fax: (785) 291-3204 Telephone: 785-291-3205
Fax: 785-291-3204
e-mail: erica.haas@ks.gov

KBTI civil rights liaison:
Randolph Cabral, Executive Director
205 West 2nd St. N. Ste. B
Wichita, KS 67202
PO Box 48091
Wichita, KS 67201-8091
Call Us At
316-265-9692
Fax: 316-265-0184
Email - randolphc@kbt.org
Email - info@kbt.org