

KENOSHA ACHIEVEMENT CENTER, INC.  
CIVIL RIGHTS POLICY

Employment and Service Delivery  
Affirmative Action, Equal Opportunity and Limited English Proficiency

**Employment**

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner or term of employment on the basis of race, creed, color, national origin, ancestry, age, gender, disability, physical condition, arrest and conviction record, sexual orientation, marital status, and membership in the military reserve. The laws also prohibit unfair honesty and genetic testing, and discrimination due to filing a complaint because of the use or non-use of lawful products outside the workplace. This policy includes, but is not limited to: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, the KAC, Inc. further agrees to take affirmative action to ensure equal employment opportunities. All employees, especially supervisors and managers, are expected to support goals and programmatic activities relating to nondiscrimination in employment.

Kristie Matteau, Director of HR & Foundation Relations, is the Equal Employment Opportunity Officer and is responsible for planning and implementation of the KAC, Inc. affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contracts with the State of Wisconsin, the Kenosha Achievement Center, Inc. shall comply with s. 16.1765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Christine M. Weyker



02/2025

Chief Executive Officer

Date

**Service Delivery**

Services will be provided without discrimination in compliance with Title VI of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination Act of 1975, The Omnibus Budget Reconciliation Act of 1981, Titles II, III and IV of the Americans with Disabilities Act (ADA) of 1990, and if applicable, the Food Stamps Act.

No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any manner on the basis of age, race, color, disability, association with a person with a disability, gender, and national origin. If applicable, no qualified person will be denied Food Stamp participation based on all of the above as well as for religious belief and political affiliation.

**Responsibilities**

To assist KAC, Inc. in compliance with all applicable Civil Rights rules, regulations and guidelines, any perceived discrimination problems in employment or service delivery can be completed. Complaint forms relating to Civil Rights, instructions to complete a form, as well as instructions how to file an employment or service delivery discrimination complaint, formal and informal, are available at the offices or can be obtained from the identified staff and the central business office. You can seek help to complete the form from Kristie Matteau or Gary Eckstein (LEP Coord.). These individuals can be reached at (262) 658-9500, Monday through Friday from 8:00 a.m. to 4:00 p.m. The KAC, Inc. Director of HR & Foundation Relations, Kristie Matteau, serves as the agency Civil Rights Coordinator.

KENOSHA ACHIEVEMENT CENTER, INC.  
LIMITED ENGLISH PROFICIENCY POLICY  
DEPARTMENT OF WORKFORCE DEVELOPMENT

The Kenosha Achievement Center, Inc. is committed to:

Providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act, which requires non-discrimination on the basis of national origin. Equal opportunity includes physical and program access for persons with disabilities and program access for persons with Limited English Proficiency (LEP). Program and physical access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 as amended, Section 504.

It is the policy of this agency to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served encountered by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

#### DEFINITIONS

The following definitions and other provisions are applicable to this policy:

- **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d.et seq. and its implementing regulation at 45 CFR part 80** – The law that protects individuals from discrimination based on their race, color, or national origin under any program or activity that receives Federal financial assistance.
- **Limited English Proficiency (LEP)** – Those customers who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with program service providers.
- **Vital documents** – A document, paper or electronic, that contains information that is critical for accessing the provider/agency services and/or benefits; letters or notices that require a response from the customer; and documents that inform customers of free language assistance.
- **Safe Harbor** – The threshold that permits programs to decide when a written translation is required in order to comply with Title VI of the Civil Rights Act of 1964. The following are the thresholds:
  - Written translation of agency vital documents will be provided for each eligible language group the 5% or 1,000 individuals, whichever is less, will be provided for the populations of person eligible to be served or encountered by our programs.
  - If there are fewer than 50 persons in a language group, written translation of vital materials is not required, but written notice in the primary language of the LEP group of their right to oral interpretation of those written materials, free of cost must be accommodated.
- **Qualified Interpreters** – Qualified interpreters have: demonstrated proficiency in English and the second language; demonstrated knowledge in both languages of relevant specialized terms or concepts; and documentation of completion of training on the skills and ethics of interpretation, and awareness of relevant cultural issues.
- **Interactive Voice Response** – (VR System) an automated system that enables callers to obtain and provide information over the telephone in English and other languages.

The agency Limited English Proficiency Coordinator is:  
Gary Eckstein (262) 658-9568 geckstein@thekac.com