



Civil Rights Non-Discrimination Policy

It is the policy of the Hampton Roads Sanitation District (HRSD) that: No person shall, on the ground of **race, color, national origin, sex, age or disability** be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, as provided by Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination laws), and implemented by C.F.R. 40 Parts 5 and 7.

As a recipient of federal funding, HRSD will comply with the rules, laws and regulations of the federal non-discrimination laws and will take positive and realistic affirmative steps to ensure that all persons, including customers and entities, doing business with and/or wishing to participate in its programs and activities are given an equal and equitable chance to participate.

Similarly, it is the policy of HRSD that: No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by a recipient of federal financial assistance, as required by Title IX of the Education Amendments of 1972 ("Title IX"). As a recipient of federal funding, HRSD will operate its Apprenticeship Program in compliance with applicable Title IX regulations.

HRSD does not intimidate or retaliate against any person because they have exercised their rights to participation in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

The Civil Rights Coordinator:

Brenda Matesig
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HRSD is committed to a policy of non-discrimination in the conduct of all aspects of its business operations and in the delivery of equitable and accessible wastewater treatment services to its customers. The responsibility for day-to-day implementation of the Civil Rights policy, including the investigation of Civil Rights complaints, has been assigned to the above Civil Rights Coordinator. However, all HRSD employees share in the responsibility for implementing this policy.

Any person who feels that they have been discriminated against based on race, color, national origin, sex, age, or disability with respect to HRSD business operations, services, programs, or activities are encouraged to report such violations by contacting the Civil Rights Coordinator identified above, or by visiting our website at www.HRSD.com/about-us to learn how and where to file a complaint. Similarly, any HRSD Apprenticeship Program applicant, participant, or employee who believes he or she has been discriminated against in the Apprenticeship Program on the basis of sex in violation of Title IX are also encouraged to report such violations by contacting the Civil Rights Coordinator identified above, or by visiting our website at www.HRSD.com/about-us to learn how and where to file a complaint.

Limited English Proficiency (LEP) Policy

HRSD is committed to providing quality services to all citizens, including those who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English. These individuals may be considered Limited English Proficient, or “LEP,” and may be entitled to language assistance.

Pursuant to Title VI of the Civil Rights Act of 1964, HRSD, as a recipient of certain federal funding, must take reasonable steps to ensure meaningful access to its programs and activities by LEP persons. To determine the extent to which LEP services are required and in which languages, HRSD analyzes the following four:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by HRSD’s program, services, or activities;
2. The frequency with which LEP individuals come in contact with these programs, services, or activities;
3. The nature and importance of these programs, services, or activities to people’s lives; and
4. The resources available to HRSD and the likely costs of the LEP services.

The intent of this policy is to find a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on HRSD. Specific steps to be taken, in terms of translation or language interpretation, will depend on the situation at the time, analysis of HRSD’s existing resources and the costs of providing language assistance.

Assistance to LEP persons may be provided through bilingual staff, interpreters, technology, and/or telephonic interpretation services.

HRSD will continue to assess the needs of the population it serves and will revise its policy as necessary to meet those needs.



Public Participation Policy

HRSD strives to conduct its business in an open and transparent way and is dedicated to ensuring that all individuals have the access and opportunity to provide meaningful input into its programs and services. HRSD assures that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on the basis of race, color, national origin, sex, age or disability in compliance with federal non-discrimination laws.

HRSD uses a variety of methods to inform, increase awareness, and engage the public during the development of plans and programs. The medium used and the degree to which the public is encouraged to be involved varies depending on the planning activity. Any person may attend meetings of the Commission and speak during the public forum portion of the agenda in compliance with HRSD's policy for public participation in meetings.

Further, HRSD incorporates the principles of environmental justice into its policies, planning, and project development activities. The fundamental principles of environmental justice are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.