

TITLE VI (Notice of Non-Discrimination)

The National Center for Manufacturing Sciences Notice of Non-Discrimination

The National Center for Manufacturing Sciences (NCMS) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, and, NCMS does not intimidate or retaliate against any individual or group because they have exercised their rights to participate 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 Vice President of Human Resources is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7 (Non-discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), including 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; Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal non-discrimination laws).

If an individual has any questions about this notice or any of NCMS' non-discrimination programs, policies or procedures, they may contact:

The National Center for Manufacturing Sciences Non-Discrimination Coordinator
Vice President of Human Resource and
Facilities Administration
Lenore S. Litwin
3025 Boardwalk
Ann Arbor, MI 48108
734-995-7985
Email lenore.litwin@ncms.org

If an individual believes that they have been discriminated against with respect to a NCMS program or activity, they may contact the Non-Discrimination Coordinator identified above within 90 days of the incident. Current and former employees of NCMS that believe they have been discriminated against with respect to an NCMS program or activity during their employment should refer to the Personnel Policies and Procedures Manual.

No person will be retaliated against for raising concerns under this policy.

Grievance Procedure

The National Center for Manufacturing Sciences (NCMS) adopts the following grievance procedures in order to assure the prompt and fair resolution of complaints that allege a violation by NCMS of 40 CFR Parts 5 and 7.

All complaints should be submitted by mail (or email) in writing and sent to:

Nondiscrimination Compliance Coordinator
Human Resources Department
National Center for Manufacturing Sciences
3025 Boardwalk
Ann Arbor, MI 48108
Email: lenore.litwin@ncms.org

The complaint must:

- Be in writing, clearly identify who the sender is, include a signature, and must provide NCMS with the sender's contact information. We suggest including address, telephone number, and email address.
- Be filed within 90 calendar days of the date of the last act of alleged discrimination.
- Describe with as much detail as possible the actions or inactions by NCMS that resulted in discrimination, as well as the parties harmed or potentially harmed by the alleged discrimination.

Upon receipt of the complaint, the Nondiscrimination Coordinator will take the following steps:

- Open a case file and review the complaint to determine if it contains sufficient merit to warrant further investigation.
- Within 14 calendar days of receipt of the complaint submitted, NCMS shall inform the complainant if the complaint has or has not been accepted for further investigation. If it is determined that further investigation is not warranted, the reason for such determination shall be recorded in the case file.
- If NCMS determines the complaint submittal warrants further investigation, NCMS shall review the alleged facts to determine the course of the investigation. The investigation may include interviews of employees, other relevant witnesses, or others named in the complaint. Relevant employees shall make themselves available as necessary.
- NCMS shall issue a report and determination on whether there is a violation of 40 CFR Parts 5 and/or 7. NCMS shall prepare a written report of the investigation that shall include a narrative of the incident, an identification of individuals interviewed, evidence reviewed, and findings and a determination. The preponderance of the evidence standard will be applied during the analysis of the complaint. The report and determination shall be placed in the complaint file. Within 180 calendar days of receiving the complaint that warranted investigation, NCMS shall notify the complainant in writing of the findings of the investigation and the recommendations for resolution. Nothing in

this procedure prohibits any of the parties from attempting to informally resolve the issue. If any party elects to or attempts to resolve the issue informally, it does not waive or postpone any of the above referenced deadlines unless written consent by both parties.

NCMS endeavors to keep the complainant's identity confidential during this procedure, but there is no guarantee of confidentiality.

No NCMS representative or any other entity or person contracted by NCMS shall intimidate, threaten, coerce, or discriminate against any individual or group because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, or proceeding under this procedure, or has opposed any practice made unlawful by this policy.

NCMS explicitly prohibits retaliation and intimidation against any individual because that individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing of any kind or has opposed any practice made unlawful under state or federal statutes or regulations. Any concern regarding retaliation or intimidation should be reported to the Nondiscrimination Compliance Coordinator.

This grievance procedure will be reviewed on an annual basis, to ensure prompt and fair resolution of discrimination complaints.