

<b>Nondiscrimination Policy And Complaint Procedure</b>	Maynard Housing Authority 15 Powdermill Circle Maynard, MA 01778 Tel: 978-897-8738	Approved 06/17/2002 Revised 02/26/2024
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**I. Nondiscrimination Statement**

The Maynard Housing Authority (MHA), in compliance with federal and state law and with respect for the diversity among people involved with and affected by the MHA, forbids unlawful discrimination on the basis of age, ancestry, class, color, creed, gender identity, genetic information, income, marital or family status (including the presence of children), national or ethnic origin, race, religion, sex, sexual orientation<sup>1</sup>, source of income or existence of rent subsidy, or veteran status. The MHA also prohibits discrimination on the basis of physical, mental, or emotional disability and will make reasonable efforts to accommodate any person who is otherwise qualified for MHA services or employment. The MHA will not discriminate against any employee or applicant for employment on account of political or union affiliation. The MHA will not condone discrimination or harassment by or against any of its officers, employees, agents, tenants, applicants for employment, or applicants for housing.

**II. Complaint**

If you believe you have been discriminated against or harassed, you may file a complaint using this procedure. Or you may also utilize the MHA Grievance Procedure. All complaints will be treated with the utmost confidentiality.

- A. In order to initiate the process, you must submit a written, signed complaint to the MHA office at 15 Powdermill Circle, Maynard, MA 01754. If your complaint is against the Executive Director, you may submit your complaint to the Chair of the MHA Board of Commissioners or, if you prefer, to the U.S. Department of Housing and Community Development (HUD) Office of Fair Housing, 10 Causeway Street, MA (800) 827- 5005. The complaint must specify, in detail, what occurred, when it occurred, who was involved, and the names of all witnesses. You must also submit any supporting documents.
- B. The complaint will be investigated by the MHA Executive Director. If your complaint is against the Executive Director, the MHA Board Chair (or the HUD Fair Housing, depending where you have filed your complaint) will appoint a neutral person to investigate your complaint. The person conducting the investigation will maintain neutrality toward the people involved in the complaint.

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<sup>1</sup> Except that the term "sexual orientation" does not include persons whose sexual orientation involves minor children as the sex object. See M.G.L. c. 151B, §4

- C. The investigation will begin within seven days of filing and will be completed within thirty days of your filing, unless compelling reasons prevent this from occurring.
- D. The person conducting the investigation will, at a minimum, separately interview you, the person whom you have charged with discrimination or harassment, and all witnesses. Each person interviewed will be asked to sign a written statement about the incident(s).
- E. The person conducting the investigation will take all reasonable steps, consistent with a thorough investigation of the complaint, to protect your confidentiality and will instruct all those that she or he deals with to do the same.
- F. The person conducting the investigation will prepare a written report of her or his findings and will recommend an official response (such as discipline of the employee, appropriate disposition of an application, decision of inability to determine the validity of the charge, etc.). That report will be submitted to the Executive Director, or the Board of Commissioners if the complaint is against the Executive Director, for implementation of any suggested official response. A copy will also be provided to you and the person whom you have charged with discrimination or harassment. Official copies will be maintained confidentially by the MHA.
- G. Both you and the person whom you have charged with discrimination or harassment may submit further relevant information within seven days of receiving the report. The person conducting the investigation will reconsider the report in a timely manner if new information is received.
- H. The person conducting the investigation is encouraged to mediate and resolve the dispute short of official action.

### III. Retaliation Prohibited

In accordance with applicable law, the MHA forbids retaliation against a person who has filed a complaint of discrimination or harassment. Any retaliation by an employee may be grounds for disciplinary action in accordance with MHA policy. Any retaliation by a tenant may constitute a lease violation, with consequences determined in accordance with relevant MHA processes.

### IV. Posting of Policy

This policy will be conspicuously posted to be available to all employees, tenants, applicants for housing, applicants for employment, and other interested persons.

**V. Additional Information**

If you desire more information about the MHA's policies or procedures, please contact the MHA office at 978-897-8738.