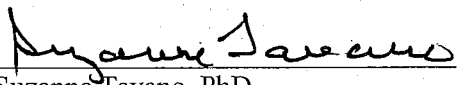


County of Marin Mental Health & Substance Use Services (MHSUS)	POLICY NO. MHSUS-ADP-13
	Next Review Date: July, 2018
POLICY:	Date Reviewed/Revised: July 30, 2015
<u>NONDISCRIMINATION</u>	
SUPERCEDES: MHSUS PROGRAMMATIC AND ADMINISTRATIVE POLICIES, PROCEDURES, STANDARDS AND PRACTICES FOR ALCOHOL, TOBACCO AND OTHER DRUG SERVICES	By:  Suzanne Tavano, PhD MHSUS Director

POLICY: NONDISCRIMINATION

I. PURPOSE:

The purpose of this policy is to ensure that County Mental Health and Substance Use Services (MHSUS), and its contractors, shall not unlawfully discriminate against individuals based on the below protected categories.

II. REFERENCES:

NNA/DMC State-County Contract, Exhibit A, Attachment 1, Section S
Marin County Professional Services Contract
Marin County Personnel Management Regulations

III. POLICY:

County MHSUS and its contractors, through its contractual agreement for services, shall not unlawfully discriminate against any individual based on race, religious creed, color, national origin, ancestry, medical condition, marital status, sex, sexual orientation, age, condition of disability, or any statutorily protected status. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

In the performance of the terms of this Agreement, Contractor shall not discriminate against any employee or applicant for employment, or against any applicant for or beneficiary of services, because of race, sex, sexual orientation, HIV status, color, religion, ancestry, national origin, age, disability, or any other statutorily protected status.

County MHSUS and its contractors shall take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment without regard to their race, sex, sexual orientation, HIV status, color, religion, ancestry, national origin, age, or disability. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

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IV. AUTHORITY/RESPONSIBILITY:

Contract Managers
Alcohol and Drug Administrator
MHSUS Director

V. PROCEDURE:

The County's procedures for ensuing Nondiscrimination are as follows:

1. Board of Supervisors adoption of Personnel Management Regulations (PMR's) that represent a compilation of regulations, standards, policies and procedures including, but not limited, to recruitment, appointment, probation status, evaluation, training, promotion, procedure for disciplinary actions and grievances, benefits, compensation, and termination including employee safety and injuries and physical health status.
2. Provide and review PMR's, including the equal employment opportunity policy, at all new employee orientations.
3. Posting in conspicuous places, available to employees and applicants for employment, notices setting forth Fair Employment Practices.
4. Permits access to its records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practice Commission, or any other agency of the State of California designated by the awarding authority, for the purpose of investigation to ascertain compliance with the Fair Employment Practices.

The County ensures compliance by the following:

1. Approval of State-County NNA/DMC Contract by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contract.
2. Attestation to compliance with Nondiscrimination Requirements at the annual DHCS Monitoring review.
3. Annual completion of Self Audit, including County Alcohol & Drug Administrator's signed attestation of adherence to all laws and regulations.
4. At annual Site Visit, Quality Management shall review contractor policy regarding Nondiscrimination, and view the notice of nondiscrimination practices which must be posted in a conspicuous place.

The County ensures that Contractors receiving funding under the NNA/DMC State-County Contract comply with requirements of funding sources and applicable laws and regulations through the below methods.

1. Distribution of the Professional Services Contract Template (Exhibit I, Section 6) in the Contractor Manual annually at contract renewal.
2. Approval of contract as to form and legal affect by county counsel.

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3. Signature of Contractor on contract agreeing to all conditions set forth in the contract.
4. Approval and execution of contract by the County Board of Supervisors or County Administrative Officer.
5. Annual completion of Section 3 of the Self Audit (Nondiscrimination) by Contractor, and subsequent review by MHSUS Contract Manager, including Contractor's signed attestation of adherence to all laws and regulations.
6. At annual Site Visit, Contract Manager shall review contractor policy regarding Nondiscrimination, and view the notice of nondiscrimination practices which must be posted in a conspicuous place.

