



Filing of Grievance Procedure including claims of Discrimination and Harassment

AARP Foundation Experience Corps is committed to the principles of equal opportunity and strictly prohibits discrimination based on race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, reprisal, genetic information (including family medical history) or military service.

Discrimination of any kind, including harassment, is a violation of AARP Foundation Experience Corps policy. AARP Foundation Experience Corps staff, partners, program managers, site coordinators and members who engage in discrimination or harassment or who allow such behavior to continue, will be disciplined. Failure to report discrimination or harassment of any kind is a violation of this policy. AARP Foundation Experience Corps will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in investigations. Violation will result in disciplinary action including termination.

If you have a Good Faith belief you have been harassed or discriminated against or become aware of this treatment of others, or have a dispute related to your AmeriCorps service or participation, you must make known your grievance concern(s) in writing to either the AmeriCorps site operator as listed in My.AmeriCorps.gov or by written notice to the AARP Foundation Experience Corps Manager, Program Implementation, care of 601 E Street NW, Washington, DC 20049. Grievances should provide as much specific information as possible, parties involved, when and duration of the situation if and as available.

Declarations of grievances are required no later than fifteen (15) days from initial occurrence. Review, requests for clarifying information and a response should be sent by AARP Foundation Experience Corps no later than forty-five (45) days from the date of initial filing. AARP Foundation Experience Corps will undertake or direct a prompt, effective, thorough, impartial, and objective investigation of complaints of discrimination or harassment made in Good Faith. Legal representation is allowed during all components of the process. Confidentiality will be kept by AARP Foundation Experience Corps to the fullest extent possible. Final determination will be made by the Manager, Program Implementation. A determination may be accompanied by a detailed corrective action distributed as needed to one or both parties with an appropriate resolution date no later than six (6) months from the date of initial filing. Notice of corrective action completion shall be sent by both parties to the AARP Foundation Experience Corps Manager, Program Implementation, within thirty (30) days prior to the resolution date. Any notice of resolution shall identify the grievance; the process of reconciliation and review of corrective action if assigned and statement that the grievance is closed. Documentation shall be retained according to the time schedule as detailed in 2 CFR 200.334: Record Retention for the period described for all federal awards.