



# Non-Discrimination in CAE Programs and Services

## NON-DISCRIMINATION AND NON-HARASSMENT

To ensure all individuals, regardless of their protected characteristics, have equal access to CAE's programs and services, CAE does not permit discrimination or harassment based on gender, age, race, national origin, disability, sexual orientation and any other basis protected by federal, state and local laws.

## DISABILITY ACCOMMODATIONS

CAE will make reasonable accommodations for known physical or mental limitations of a qualified individual with a disability unless undue hardship results.

## ACCESS FOR DEAF AND HARD OF HEARING PEOPLE

All CAE services are provided in American Sign Language (ASL), and our events conducted in ASL with spoken language interpreting and captioning in English.

CAE offices can be accessed in person and reached via videophones, email and voice calls.

## LANGUAGE ASSISTANCE

CAE provides the following free language assistance at no cost on request to ensure individuals with Limited English Proficiency (LEP) have meaningful access to our programs and services:

- Document translation (English to ASL) for documents and English text.
- Deaf interpreting and pro tactile interpreting.
- Foreign spoken language interpreting such as for a Deaf person's family member.

## **PROCEDURES**

Any program consumer or applicant requiring accommodation or language assistance to participate in, or access CAE's services or programs should notify the Program Manager.

## **COMPLAINTS**

Consumers are encouraged to report any complaint or concern about unlawful discrimination or harassment to the Program Coordinator or any CAE supervisor.

## **NO RETALIATION**

CAE will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by any CAE supervisor or employee.

## **TITLE VI NOTICE**

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