

## Discrimination is Against the Law

- **Human Rights**

The Arlington County Human Rights Ordinance prohibits discrimination because of race, color, sex, national origin, age, religion, disability, sexual orientation, marital status, or familial status and creates a Human Rights Commission.

- **Equal Employment Opportunity**

The Arlington County Equal Employment Opportunity Policy protects Arlington County Employees and applicants for employment.

- **Limited English Proficiency**

A County Board resolution guarantees that persons with limited English proficiency have access to County programs. Contact Antonio Acevedo, Compliance Programs Manager by email at: [aacevedo@arlingtonva.us](mailto:aacevedo@arlingtonva.us)

- **Disability**

An Americans with Disabilities Act (ADA) Grievance Process is available to persons with disabilities who believe they have been denied access to County programs. Contact Anthonia Sowho, ADA Coordinator, by email at: [asowho@arlingtonva.us](mailto:asowho@arlingtonva.us)

Arlington County maintains a commitment to diversity, non-discrimination, and compliance with federal, State and local laws.



### Staff

Aruna Minhas  
*Investigator*

Anna Maynard  
*Investigator*

Anthonia Sowho  
*Disability Resources and ADA Coordinator*

Antonio Acevedo  
*Compliance Programs Manager*

Sandra Perez  
*Administrative Assistant*

Raul Torres  
*Executive Director*



Hours to File Complaints  
Monday-Friday  
9:00 am - 3:00 pm  
Courthouse Metro Station

2100 Clarendon Blvd.  
Suite 318  
Arlington, VA 22201

Phone: 703-228-3929  
Fax: 703-228-4390  
E-mail: [ahrc@arlingtonva.us](mailto:ahrc@arlingtonva.us)

## Arlington County Office of Human Rights, EEO and ADA

Office of the County Manager  
Arlington County, VA  
An EEOC Fair Employment Practice Agency



Providing excellent customer service to a diverse  
urban community

Tel: 703-228-3929 FAX 703-228-4390 TTY 703-228-7096



## Who we are

The Office of Human Rights has the responsibility of ensuring that the Arlington Community and its government organizations are free of discrimination and are accessible to persons with disabilities and limited English proficiency.

The Office of Human Rights helps resolve complaints of alleged discrimination in employment, housing, public accommodations, private education, commercial real-estate, access to Arlington County programs or services and monitors affirmative action practices for its employees.

## Services

- Information
- Consultation
- Investigation
- Mediation
- Conciliation
- Education
- Outreach
- Training

## What You Can Expect from Our Office

We take pride in delivering respectful, professional and high quality customer service.

You can expect:

- A return call within one business day.
- An explanation of our process
- An impartial Investigation
- Confidentiality
- Referral to other agencies, if we cannot help you .

## Filing a Charge

The process for filing a Human Rights, EEO, Language Access or an ADA Grievance Complaint is as follows:

- A person claiming discrimination files a Complaint against an individual, a company or the County alleging discrimination.
- A staff member will interview you, collect information about your complaint, and conduct an Investigation.
- The Executive Director of the Commission reviews the investigative findings and determines whether the complaint is justified.
- If the complaint is justified, the Executive Director will try to resolve the complaint through conciliation meetings between the parties.
- For Human Rights complaints, the Executive Director, after investigation, issues a decision with findings. If conciliation is unsuccessful, the complainant may appeal to the Commission. The Commission may hold a public hearing and seek a remedy on behalf of the Complainant if it finds that discrimination has occurred or dismiss the complaint if it finds no discrimination.

- EEO Complaints are investigated and resolved under the County Policy by the Office of Human Rights
- ADA Grievances are investigated by the ADA Coordinator and a finding issued by the named department. Complainants may appeal the determination to the County Manager who may review the case and assist the parties with coming to a resolution.
- The Compliance Programs Manager receives complaints from the public on language access and conciliates them with the appropriate departments. The complainant may appeal to the County Manager.

## What you should do

Bring any documents and information that may assist us in the investigation of your complaints, issues or concerns.

Any information you share will be treated in a confidential manner. You will receive information and status reports related to your case.

## Beyond our Scope of Work

*We cannot*

- Advocate for either side
- Provide legal advice
- Make referrals to specific legal counsel