



**NONDISCRIMINATION NOTICE
FOR SECTION 1557 OF THE AFFORDABLE CARE ACT**

Discrimination is Against the Law

Interesse International Inc. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. We do not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

To comply with Section 1557 of the Affordable Care Act, Interesse International Inc. provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)

- Free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact Sachiko Nomura, Interesse's Director of Administration, Civil Rights Coordinator.

If you believe that Interesse International Inc. has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with Sachiko Nomura, Director of Administration, Interesse International Inc., phone 212-391-9111, fax 212-391-7760, nomura@iiicareer.com. This grievance can be in person or by mail, fax, or email.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

interesse international inc.

E.O.E.

501 Fifth Avenue, Suite 2103, New York, NY 10017
Tel: 212-391-9111 Fax: 212-391-7760 interesse@iiicareer.com

- Interesse Global Network Offices -

New York (HQ), Washington, DC, Chicago, Cincinnati, Atlanta, Miami, Houston, Dallas, San Diego, Orange County, Los Angeles, Silicon Valley, San Francisco, Seattle, Honolulu, Tokyo/Japan



Nondiscrimination Grievance Procedure for Section 1557 of the Affordable Care Act

It is the policy of Interesse International Inc. not to discriminate on the basis of race, color, national origin, sex, age or disability. Interesse has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act (42 U.S.C. § 18116) and its implementing regulations at 45 C.F.R. pt. 92, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities. Section 1557 and its implementing regulations may be found on the U.S. Department of Health & Human Services website at www.hhs.gov. The Director of Administration, Civil Rights Coordinator, at Interesse has been designated to coordinate the efforts of Interesse International Inc. to comply with Section 1557.

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure. It is against the law for Interesse International to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Director of Administration, Civil Rights Coordinator, within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Director of Administration (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Administration will maintain the files and records of Interesse International relating to such grievances. To the extent possible, and in accordance with applicable law, the Director of Administration will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- Director of Administration will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Director of Administration by submitting this grievance within 15 days of receiving the decision to the President of Interesse International. He/She shall issue a written decision in response to the appeal no later than 30 days after its filing.

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The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail at:

U.S. Department of Health and Human Services; 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>. Such complaints must be filed with HHS within 180 days of the date of the alleged discrimination.

Interesse International Inc. will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Director of Administration will be responsible for such arrangements.

(effective as of 10/15/2016)