



## **CIVIL RIGHTS POLICY**

**Purpose:** To maintain compliance with the 55 PA Code and the Office of Long Term Living, Waiver and Act 150 Services, Title 28, Chapter 611, Chapter 51, Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964, Chapter 15, the Health Care Facilities Act, and the American with Disabilities Act.

**Policy:** Chappy5, LLC, DBA Home Instead is an **Equal Employment Opportunity (EEO)** employer. Opportunities are available to all individuals at will regardless of race, color, religion, gender (including pregnancy), sexual orientation, national origin, age, marital status, disability, military status, creed, ancestry, genetic screening or testing information, refusal to submit to a genetic test, AIDS or HIV status, or any other basis protected by applicable discrimination laws. Home Instead ensures that personnel actions are administered in compliance with federal, state, and local laws prohibiting discrimination based on any protected status as set forth in the Statement of Equal Opportunity Employment above.

Home Instead complies with the **Americans with Disabilities Act** and does not discriminate against any individual with respect to the ability to attain and receive services or with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Home Instead will make reasonable accommodation wherever necessary for all individuals with disabilities to enable such individuals to attain services, to apply for employment with Home Instead; to perform the essential functions of their jobs; and to enjoy the other terms, conditions, and privileges of employment.

The prohibition against discrimination extends to all forms of assistance, including money payments and vendor payments for medical care, social services, information, and referral services. The provisions governing the administration of public assistance are and shall continue to be designed to assure equal rights, benefits, and opportunities to persons, regardless of race, color, gender, national origin, ancestry, religious creed, age, or handicap.

As part of its policy of non-discrimination, Home Instead will not tolerate any type of **harassment** of our employees, our clients or their family members, and our vendors.

The term harassment includes, but is not limited to, slurs, jokes and other verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of any of the protected statuses listed in the Statement of Equal Opportunity Employment above. This would include sexual harassment.

Any employee complaints will be handled by the Director of Operations. If the complaint is not managed with the Director in a timely manner, the complaint can go to the Owner/President. The next step would be the Home Instead Franchise Corporate Office 888-484-5759. At anytime throughout the process, the person making the complaint has the right to contact the PA Human Relations Commission to file a complaint by calling: 1-717-783-1130.

Home Instead prohibits **retaliation** against anyone for reporting discrimination and/or harassment, assisting in making a discrimination and/or harassment complaint, or cooperating in a discrimination and/or harassment investigation

This policy along with Labor Posters will be posted in the Conference/Training Room.

Home Instead's participation in the regulations for Civil Rights and Non-Discrimination will be included in the following: Job Ads and Recruitment Brochures and Materials      Employment Application \*  
Client's Service Agreement\*      Client's Bill of Rights\*  
Employee Handbook and reviewed during orientation \*

\* Includes the PA Human Relations Commission contact number for complaints

***The full policy is available upon request.***