



LifeSpan Family Services of PA

203 Lane Ave

Punxsutawney, PA 15767

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www.LifeSpanFamilyServices.com

Non-Discrimination Policy

Admissions, the provision of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, sex, or sexual orientation.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination based on race, color, religious creed, disability, ancestry, national origin, age, sex, or sexual orientation.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

LifeSpan Family Services (LFS) provides equal opportunity for all qualified persons to be employed. It also seeks to be a community in which freedom of expression and vigorous debate are valued and provided to all its members free of all forms of discrimination or harassment, including but not limited to exploitation, coercion, and intimidation. To achieve these goals, the agency has adopted a policy prohibiting discrimination and discriminatory harassment based on race, color, religion, national origin, sex, age, sexual orientation, gender identity, and expression, disability, and any other bases under federal or local laws. The policy of non-discrimination and equal opportunity applies to every aspect of the operations and activities of the agency, including interviewing process and employment. Discrimination and discriminatory harassment based on any of the Protected Bases above is a violation of federal and/or local law. Title VII of the Civil Rights Act of 1964 and the D.C. Human Rights Act prohibit discrimination in employment and in general.

The Company respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. Not every act that might be offensive to an individual or a group necessarily will be considered a violation of this policy. However, the right to free expression does not excuse engaging in discrimination or discriminatory harassment.

Zero Tolerance: LFS has zero tolerance for harassment based on an individual's gender, sexual orientation, race, color, ethnicity, national origin, ancestry, age, religion, creed, marital status, political belief, physical or mental disability, pregnancy, military or veteran status, or retaliation for opposing or participating in a complaint process at the EEOC or another human rights agency. This policy applies to any sexual or other form of harassment as defined by federal, state, or local law.

Forms of Behavior Recognized as Harassment: LFS recognizes inappropriate actions, words, jokes, and

“A member of PCCYFS: Pennsylvania Council of Children, Youth & Family Services”

comments as forms of harassment, regarding issues listed in previous paragraph. Although the individual identified as the harasser may not intend to be engaging in harassment, the critical element in identifying harassment is the perception of the person to whom the action or comment is directed.

Prohibited Behaviors: Any form of harassment, sexual or not, overt or subtle, directed at persons served, supervisee, supervisors, colleagues, community representatives, or any other person or group with whom an employee has contact while representing LFS, is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited by LFS. Harassment is considered to be a criminal offense. You need to be aware of the following:

Sexual Harassment is strictly prohibited. Sexual harassment is defined as:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and when submissions to such conduct is made, either explicitly or implicitly, a term or condition of your employment... and when submission to, or rejection of such conduct is used as the basis for employment decisions affecting your employment, and/or
2. Conduct, which has the purpose or effect of unreasonably interfering with you work performance, or creates an intimidating, hostile, or offensive work environment. Examples of such conduct include, but are not limited to: derogatory or suggestive comments, unwelcome flirtations, graphic verbal comments about an individual's body, the display of sexually suggestive objects or pictures, etc.

Harassment based on any other protected characteristic is strictly prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, disability, or any other characteristic protected by law, which has the purpose or effect of: creating an intimidating, hostile, or offensive work environment; unreasonably interfering with an individual's work performance, or, otherwise adversely affect an individual's employment.

Harassing conduct includes, but is not limited, but not limited to: epithets, slurs, or negative stereotyping, threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward and individual or group that is placed on walls or elsewhere on LFS premises or circulated in the workplace (including email and voicemail).

Procedures for Reporting Harassment:

1. You can raise concerns and make reports related to harassment without fear of reprisal.
2. If you are aggrieved by any form of sexual harassment and feel comfortable doing so, you should directly inform the offending person that the conduct is offensive and must stop. If you do not wish to communicate directly with the offending person, or if the direct communication with the offending person is not successful in stopping the harassment, you should promptly initiate a complaint with your supervisor. If your supervisor is the harasser, or if he or she is unavailable, you should contact the director or any member of management. You can raise concerns and make reports without fear of reprisal.
3. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly handle the matter in a timely and confidential manner.
4. There shall be no express time limits for initiating complaints for sexual harassment; however, every effort should be made to initiate the complaint as soon as possible, preferably within 48 hours after any incident occurs, while the facts and potential supporting witness statements are readily available. Anyone engaging in sexual or unlawful harassment will be subject to disciplinary action, up to and

including termination of employment.

5. It is the responsibility of all supervisory personnel, at all levels, including those persons serving temporarily as supervisors, to enforce the Company's sexual harassment and harassment policy.

Supervisory personnel who fail to enforce this policy strictly and promptly may also be subject to disciplinary action up to and including termination

6. Any individual/client/patient/student (and/or their guardian) or employee, who believes they have been discriminated against, may file a complaint of discrimination with:

LifeSpan Family Services
203 Lane Avenue
Punxsutawney, PA 15767

Department of Public Welfare
Bureau of Equal Opportunity
Room 223 Health and Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106

Department of Public Welfare
Bureau of Equal Opportunity
Western Regional office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222