

SUBJECT: Non-Discrimination in Employment Policy Statement

TO: Patients/ Clients/ Residents/ Parents and all applicable

FROM: Jo Ann Donnelly, Executive Director



Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).

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.

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

Center for Developmental Disabilities of Pike
County, Ltd.

JoAnn Donnelly, Executive Director
101 Pocono Drive
Milford, PA 18337
Tel. (570) 296-3992
Fax (570) 296-4919
jdonnelly@cddkids.org

**Commonwealth of Pennsylvania Department
of Human Services Bureau of Equal
Opportunity**

Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov

(Within 90 days from the date of incident)

Office for Civil Rights

**U.S. Department of Health and Human
Services Centralized Case Management
Operations**

200 Independence Avenue, S.W.
Room 509F HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697

<https://www.hhs.gov/ocr/complaints> Email:
ocrcomplaint@hhs.gov

(Within 180 days from the date of incident)

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor Harrisburg, PA
17101 <https://www.phrc.pa.gov/File-a-complaint>
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279

(Within 180 days from the date of incident)



SUBJECT: Non-Discrimination in Employment Policy Statement

TO: All Staff

FROM: Jo Ann Donnelly, Executive Director 

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin, age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex), and retaliation. 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

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Center for Developmental Disabilities of Pike County, Ltd.

JoAnn Donnelly, Executive Director
101 Pocono Drive
Milford, PA 18337
Tel. (570) 296-3992
Fax (570) 296-4919
jdonnelly@cddkids.org

Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity

Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(Within 90 days from the date of incident)

U.S. Equal Employment Opportunity Commission

801 Market Street, Suite 1000
Philadelphia, PA 19107-3126
Inquiries: (800) 669-4000
TTYusersonly:(800)669-6820
<https://www.eeoc.gov/federal-sector/overviewfederal-sector-eeo-complaint-process>
Email: PDOContact@eeoc.gov
(Within 300 days from the date of incident)

Office for Civil Rights

**U.S. Department of Health and Human Services
Centralized Case Management Operations**

200 Independence Avenue, S.W.
Room 509F HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
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Pennsylvania Human Relations Commission

333 Market Street, 8th Floor Harrisburg, PA 17101
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