

**PRESBYTERIAN SENIORCARE
AGING SERVICES NETWORK
ADMINISTRATIVE POLICY AND PROCEDURE**

DEPARTMENT: Corporate Compliance **No.** AD.10

SUBJECT: Non-Discrimination (Employees)

PURPOSE: To affirm that Presbyterian SeniorCare is an Equal Opportunity Employer.

POLICY:

It is the policy of Presbyterian SeniorCare and its affiliates that an open and equitable personnel system is maintained. Personnel policies, procedures and practices are designed to prohibit discrimination with regard to religious affiliation, national origin, creed, race, age, sex, color, ethnicity, sexual orientation, or marital, veteran or disability status.

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

Presbyterian SeniorCare is an equal opportunity employer. It is the continuing policy of Presbyterian SeniorCare to offer employment on the basis of merit, qualifications and competency to all persons, without discrimination because of regard to religious affiliation, national origin, creed, race, age, sex, color, ethnicity, sexual orientation, or marital, veteran or disability status.

PROCEDURE:

Presbyterian SeniorCare offers any employee/student (and/or legal guardian) who believes he or she has been discriminated against the opportunity to file a complaint of discrimination by contacting: Human Resources, Presbyterian SeniorCare, 1215 Hulton Road, Oakmont, PA 15139. If the matter involves a disability claim of an employee/student, the Section 504 Coordinator listed below can also be contacted for assistance. In the event that the internal procedure does not result in a resolution of the complaint, or if the employee/student (and/or legal guardian) prefers to file a complaint of discrimination with a government agency, the complaint may be filed with any of the following:

1. Section 504 Coordinator (Fair Housing Coordinator)
Presbyterian SeniorCare
1215 Hulton Road
Oakmont, PA 15139

2. PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
3. Department of Public Welfare
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222
4. Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105
5. U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106