

**DATE:** October 4, 2024  
**SUBJECT:** Non-Discrimination in Employment Policy Statement  
**TO:** Team Members  
**FROM:** Mary Ann Devlin  
Executive Director



## PLEASE POST

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:

**Child Development, Inc.**  
2880 Pottsville Minersville Highway - Suite 210  
Minersville, PA 17954  
570-544-8959  
570-544-6915  
[madevlin@childdevelop.org](mailto:madevlin@childdevelop.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](mailto:RA-PWBEOAO@pa.gov)  
**(Within 90 days from the date of incident)**

**Pennsylvania Human Relations Commission**  
333 Market Street, 8th Floor  
Harrisburg, PA 17101  
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>  
Inquiries: (717) 787-4410  
TTY users only: (717) 787-7279  
**(Within 180 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 509 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](mailto:ocrcomplaint@hhs.gov)  
**(Within 180 days from the date of incident)**

**U.S. Equal Employment Opportunity Commission**  
801 Market Street, Suite 1000  
Philadelphia, PA 19107  
Inquiries: (800) 669-4000  
TTY users only: (800)669-6820  
<https://www.eeoc.gov/filing-charge-discrimination>  
Email: [PDOContact@eeoc.gov](mailto:PDOContact@eeoc.gov)  
**(Within 300 days from the date of incident)**