



Home & Community Services
Uniqueness | Inclusion | Opportunity

225 Commonwealth Avenue, West Mifflin, PA 15222 Tel: (412) 576-7883

**Subject: Nondiscrimination Policy Statement
Equal Employment Opportunity**

To: Staff

From: Director of Operations Kathleen Bell

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

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.

Not Forgotten Home & Community Services
101 W. Main Street
Carnegie, PA 15106-2427

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17110

PA Human Relation Commission
Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222

US Department of Health and Human
Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-1911

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Home & Community Services
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225 Commonwealth Avenue, West Mifflin, PA 15222 Tel: (412) 576-7883

Subject: Nondiscrimination in Services

To: Individuals

From: Director of Operations Kathleen Bell *Kathleen Bell*

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

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 amongst available methods.

Any individual who believes they have been discriminated against, may file a complaint with the following governmental agencies:

Not Forgotten Home & Community Services
101 W. Main Street
Carnegie, PA 15106-2427

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675
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