



Adoptions From The Heart®

CIVIL RIGHTS COMPLIANCE EMPLOYEE AWARENESS

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you, as an employee engaged in the provision of services, may not directly or indirectly:

Refuse, withhold, or deny services of this agency to any present or prospective client because of their race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, religious creed, disability, age, marital status, or limited English proficiency.

Reasonable accommodations will be provided for employees with a disability (e.g. hearing, speech, vision, mobility impairments).

Furthermore, as an employee of this facility, you have the right:

To file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, or limited English proficiency.

Complaints of discrimination may be filed with any of the following:

Adoptions From The Heart, Inc.
2389 Main Street
Glastonbury, CT 06033

Commission on Human Rights and
Opportunities
21 Grand Street
Hartford, CT 06106.

Employee Signature

Date

Subject: Nondiscrimination Policy Statement
Equal Employment Opportunity

To: Adoptions From The Heart Staff

From: Maxine G. Chalker, MSW/LSW

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, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, marital status, sex, sexual orientation, gender identity or gender expression,.

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 he/she has been discriminated against, may file a complaint of discrimination with any of the following:

Adoptions From The Heart
30-31 Hampstead Circle
Wynnewood, PA 19096

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front Street, 5th Floor
Harrisburg, PA 17104

U.S Dept. of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111



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Complaints of discrimination may be filed with any of the following:

NY State Attorney General
Civil Rights Bureau
120 Broadway, 23rd Floor
New York, NY 10271

Adoptions From The Heart
30-31 Hampstead Circle
Wynnewood, PA 19096

NY State Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, NY 10458

NY City Commission on Human Rights
40 Rector Street, 10th Floor
New York, NY 10006

Employee Signature

Date

Subject: Nondiscrimination Policy Statement
Equal Employment Opportunity

To: Adoptions From The Heart Staff

From: Maxine G. Chalker, MSW/LSW
Executive Director

An open and equitable personnel system(s) will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, marital status, sex, sexual orientation, gender identity or gender expression.

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Any employee who believes he/she has been discriminated against may file a complaint of discrimination with any of the following:

Adoptions From The Heart
30-31 Hampstead Circle
Wynnewood, PA 19096

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

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

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

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

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Adoptions From The Heart
1407 Stephanie Way, Ste H
Chesapeake, VA 23320

Human Rights Council
Sandra D. Norman, Director
1220 Bank St., Jefferson Bldg. 3rd Floor
Richmond, VA 23218
804-225-2292

Office of Civil Rights
U.S. Department of Health & Human Services
150 S. Independence Mall West – Suite 372
Philadelphia, PA 19106-3499

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Adoptions From The Heart
30-31 Hampstead Circle
Wynnewood, PA 19096

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

PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th Street, Suite 501
Philadelphia, PA 19107

U.S. Department of Health & Human Services
Office of Civil Rights
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Commonwealth of PA
DPW Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Suite 5034
Philadelphia, PA 19107



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Adoptions From The Heart
30-31 Hampstead Circle
Wynnewood, PA 19096

Delaware Department of Labor,
Office of Anti-Discrimination.
Fox Valley Offices
4425 North Market Street 3rd. Floor
Wilmington, DE 19802