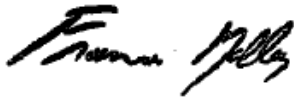

Nondiscrimination Policy Statement Equal Employment Opportunity

To: All Staff

From: Frances Malley, CEO, Berks Counseling Center



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, sex, gender identity or expression, persons undergoing gender transition, veteran status, national origin, age, sexual orientation, genetic information, or disability.

Berks Counseling Center expressly prohibits any form of workplace harassment based on of race, color, religious creed, sex, gender identity or expression, persons undergoing gender transition, veteran status, national origin, age, sexual orientation, genetic information, or disability.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodations shall be made to meet the physical or mental limitations of qualified applicants or employees provided the accommodation does not create an undue hardship to the Agency.

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

**Berks Counseling Center
645 Penn Street, 2nd Floor
Reading, PA 19601
Phone: 610-373-4281**

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

**U.S. Department of Health and
Human Services
Office of Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-1911**

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

**Department of Public Welfare
Bureau of Equal Opportunity
Rm. 223, Health and Welfare Building
PO Box 2675
Harrisburg, PA 17105**

Updated: 08/11/2016