



Employment Policies

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Effective date: 4/1/2016	Supersedes: all previous versions

3.4 Non-Discrimination Policy Statement

HHS complies with all laws prohibiting discrimination against employees and applicants based on race, color, religion, sex, age, national origin, citizenship status, disability, genetic information or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation and benefits.

HHS's policies and practices reflect our commitment to nondiscrimination in all areas of employment, including contracting opportunities for vendors and suppliers.

HHS strives to keep its workplace free from all forms of harassment. Some examples of conduct that might be considered harassment include ethnic slurs, racist jokes, pornographic e-mail, unwelcome touching, or display of offensive pictures or any other verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment.

HHS considers harassment in all forms to be a serious offense and to violate our EEO policy.

HHS ensures that employees and applicants who complain about discrimination, oppose any discriminatory practice, or participate in the investigation of such complaints are protected against retaliation.

HHS does not discourage or obstruct employees and applicants from filing complaints with the federal Equal Employment Opportunity Commission or state EEO agency.

No adverse employment actions are taken against employees and applicants because a complaint is filed or for opposing discriminatory actions or participating in the investigation of complaints. Employees also are protected against retaliation for talking about discrimination not on their own initiative but when responding to questions during internal investigations.

All employees, including supervisors and managers, who engage in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

Further, it is the policy of Home Health Services by the Thorne Group that:

1. All care and services will be provided to consumers in a manner that does not discriminate against persons on the basis of race, sex, color, national origin, religious creed, marital or family status, handicap, genetic information, sexual preference or age.



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2. Employees will be assigned to provide services to clients without regard to the race, sex, color, national origin, religious creed, sexual preference, marital or family status, handicap, genetic information or age of either the client or the employee.
3. All referrals will be made without regard to race, sex, color, national origin, religious creed, marital or family status, handicap, genetic testing, sexual preference or age.
4. All employment actions will be made without regard to race, sex, color, national origin, religious creed, sexual preference, marital or family status, handicap, genetic information or age.

Every attempt will be made to provide reasonable accommodations to qualified individuals with disabilities.

The non-discrimination policy of the agency applies to all clients and employees, and anyone else involved in the care of the client. Under no circumstances will the application of this policy result in the segregation or desegregation of clients or staff for reason of race, sex, color, national origin, religion, marital or family status, age, genetic information, sexual preference or handicap.

All complaints are promptly investigated. Cooperation is expected with investigations. Information obtained during investigations is confidential and only disclosed to those who have a need for the information. Any employee or consumer, who believes that unlawful discrimination has occurred, may file a complaint or discrimination with any of the following: *(see next page)*



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Home Health Services by The Thorne Group, Inc.
302 N Fifth Street
Youngwood, PA 15697
724-755-2109

Pennsylvania Human Relations Commission
333 Market Street
8th Floor
Harrisburg, PA 17105
717-787-9780

Bureau of Equal Opportunity
Department of Public Welfare
Room 412 Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105
717-787-1127

Bureau of Equal Opportunity
Department of Public Welfare
Western Field Office
301 Fifth Avenue
Suite 401 Piatt Place
Pittsburgh, PA 15222
412-565-7607

Office for Civil Rights
U.S. Department of Health and Human Services
150 S. Independence Mall West
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111
1-800-368-1019

**Appendix A to Part 92-Notice Informing Individuals About Nondiscrimination and
Accessibility Requirements and Nondiscrimination Statement:**

Discrimination is Against the Law

Home Health Services by The Thorne Group Inc. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Home Health Services by The Thorne Group Inc. does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Home Health Services by The Thorne Group Inc:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - o Qualified sign language interpreters
 - o Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - o Qualified interpreters
 - o Information written in other languages

If you need these services, contact Cheryl Dott.

If you believe that Home Health Services by The Thorne Group Inc. has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Cheryl Dott, Agency Administrator, or James Burgess, Human Resource Director at 302 N. 5th Street, Youngwood, PA 15697,

724-755-2019, TTY number 1-800-654-5984, Fax 724-755-0829,

cheryldott@thethornegroup.com or hrdirector@thethornegroup.com

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Cheryl Dott, Agency Administrator or Dominick Carnicella, Human Resource Director, are available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Translated Tagline for Language Assistance Services

Top 15 Non-English Languages Spoken in Pennsylvania

(Source: U.S. Census Data 2009-2013)

Tagline: If you speak english, language assistance services, free of charge, are available to you.

Call 1-877-746-4674 (TTY: 1-800-654-5984).

1. **Spanish:** ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-746-4674 (TTY: 1-800-654-5984).
2. **Chinese:** 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-746-4674 (TTY : 1-800-654-5984)
3. **Pennsylvania Dutch:** Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzsch, kannscht du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-877-746-4674 (TTY: 1-800-654-5984).
4. **German:** ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-877-746-4674 (TTY: 1-800-654-5984).
5. **Italian:** ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-877-746-4674 (TTY: 1-800-654-5984).
6. **French:** ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-877-746-4674 (ATS : 1-800-654-5984).
7. **Vietnamese:** CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-746-4674 (TTY: 1-800-654-5984).
8. **Russian:** ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-746-4674 (телетайп: 1-800-654-5984).
9. **Arabic:** استدعاء لك تتوفر مجاناً، اللغوية المساعدة خدمات، [اللغة إدراج] تتحدث كنت إذا 1-877-746-4674 (TTY: 1-800-654-5984).
10. **Korean:** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-877-746-4674 (TTY: 1-800-654-5984)번으로 전화해 주십시오.

11. **Polish:** UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-877-746-4674 (TTY: 1-800-654-5984).

12. **Hindi:** यदि आप [सम्मिलित करें भाषा] बोलते, भाषा सहायता सेवाओं, नि: शुल्क, आप के लिए उपलब्ध हैं। कॉल करें 1-877-746-4674 (TTY: 1-800-654-5984)।

13. **Gujarati:**

સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે.
ફોન કરો 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

1-877-746-4674 (TTY: 1-800-654-5984)

14. **Tagalog:** PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-877-746-4674 (TTY: 1-800-654-5984).

15. **French Creole:** ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-877-746-4674 (TTY: 1-800-654-5984).

Visit the [Office of Civil Rights website](#) for more resources.