

SUBJECT: Non-Discrimination in Employment Policy Statement

TO: Staff/Contratcors

FROM: Porcha Grisby, Executive/Facility Director

It is the policy of Black Girl Health Foundation/BGH Clinic to not discriminate against any person on the basis of race, color, national origin, religion, disability, age, sex (including pregnancy-related conditions and sexual harassment), marital or familial status, sexual orientation or other class protected by law in the admission to or participation in its programs, services, activities, or in employment. This nondiscrimination policy pertains to all individuals of a protected class, including employees, volunteers, trainees, clients, individuals applying for services and other members of the public.

For specific details about processes regarding the documentation and resolution of reports of discrimination, harassment and request for reasonable modification, please refer to the current BGH Clinic Employee Handbook.

All records of alleged discrimination and harassment will be maintained and retained for at least 7 years according to our records retention policy.

This policy is reviewed upon hire of employees and volunteers as well as once a year by all staff during a general staff meeting. This policy is also posted on the BGH Clinic bulletin board and can be shared with anyone upon request.

Any employee who believes they have discriminated against may file a complaint of discrimination with any of the following:

Black Girl Health Foundation/BGH Clinic-911 Gibson Blvd Steelton PA 17113 240-299-6285 porcha@blackgirlhealthfoundation.com

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.

U.S. Equal Employment Opportunity Commission 801 Market Street, Suite 1000 Philadelphia, PA 19107-3126 Inquiries: (800) 669-4000 TTY users only: (800) 669-6820 <https://www.eeoc.gov/federal-sector/overviewfederalsector-eeo-complaint-process> Email: PDOContact@eeoc.gov

Office for Civil Rights U.S. Department of Health and Human Services Centralized Case Management Operations 200 Independence Avenue, S.W. Room 509F 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

Pennsylvania Human Relations Commission 333 Market Street, 8th Floor Harrisburg, PA 17101 <https://www.phrc.pa.gov/File-a-complaint> Inquiries: (717) 787-4410 TTY users only: (717) 787-7279

SUBJECT: Non-Discrimination in Employment Policy Statement
TO: Clients/Guardians/Parents/Other Stakeholders
FROM: Porcha Grisby, Executive/Facility Director

It is the policy and commitment of Black Girl Health Foundation to not discriminate against clients, other providers, or employees in the provision of services or administration of the programs operated by BGHF/BGH Clinic. To this end, BGH Clinic prohibits discrimination based on race, age, color, sex, national origin, physical or mental disability, religion, or other protected classes. The Chief Compliance Officer, or designee, in collaboration with the Executive Director and our appointed legal counsel, will manage compliance and enforcement with this policy. BGH Clinic will comply with all federal and state non-discrimination laws and as a condition of any application of the implementation of an outpatient psychiatric facility in the state of Pennsylvania and, will submit an assurance as requested/required noting the organizations compliance. All services and employment provided by BGH Clinic will be done in a non-discriminatory manner, without regard to race, sex, color, national origin (address issue of Limited English Proficiency, in the service policy only), ancestry, religious creed, disability, and age.

Any client who believes they have discriminated against may file a complaint of discrimination with any of the following:

Black Girl Health Foundation/BGH Clinic-911 Gibson Blvd Steelton PA 17113 240-299-6285
porcha@blackgirlhealthfoundation.com

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.

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