

Non-Discrimination Policy/Affirmative Action

Policy Number: NMA: 31

Revised: 9/2016

POLICY:

It is the policy of our Agency to meet all local, state and federal requirements to assure nondiscrimination in admitting Consumers to service and in the hiring of employees, without regard to religion, race, color, sex, age, disability, sexual orientation or national origin. Our Agency disseminates this statement to our Consumers upon admission and employees upon hire. We are an EEO employer.

This includes that in compliance with:

- Section 1557 of the Consumer Protection and Affordable Care Act (ACA) (42 U.S.C. 18116), which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs and activities.
- Title VI of the Civil Rights Act of 1964.
- Title IX of the Education Amendments of 1972.
- The Age Discrimination Act of 1975.
- Section 504 of the Rehabilitation Act of 1973.

Individuals will not be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any Agency health program or activity, any part of which is receiving Federal financial assistance or under any program or activity that is administered by an Agency or any entity established under Title I of the ACA.

PROCEDURE:

- **CONSUMERS:** Our Agency's policies are fully compliant with the Civil Rights regulation. Agency Welcome Letter shall be provided to referral sources and Consumers stating Creative Home Care LLC's non-discrimination policy position.
- **EMPLOYEES:** Employees are hired based on their qualifications and background and the present care needs of Creative Home Care LLC.

New employees will receive a non-discriminate statement and Employee Handbook at orientation stating our non-discrimination policy which is reviewed with all. Employees receive Consumer assignments based purely on qualifications.

This is to notify all persons that our Agency does not discriminate against any person because of his/her race, color, religious creed, national origin, gender, which shall not include persons whose sexual orientation involves minor children as the sex object, age, ancestry, handicap, or disability of any nature, or marital status in the provision of or access to services, employment and activities. This is in accordance with all applicable federal and state law.

Dissemination of Nondiscrimination Policy

For the purposes of complying with the rules and regulations set forth and enforced by the Office for Civil Rights, Creative Home Care LLC informs the public, Consumers, and employees, that our Agency does not discriminate.

Creative Home Care LLC disseminates our nondiscrimination statement in the following ways:

For the General Public:

- A copy of the nondiscrimination statement is posted in our office for visitors and Consumers to view.
- The nondiscrimination statement is included in advertisements/brochures for the Agency.

For Agency Consumers:

- The nondiscrimination statement is included in Consumer admissions packet.
- A copy of the nondiscrimination statement is available upon request.

For Agency Employees:

- The nondiscrimination statement is included in employee advertisements/handbook.
- The nondiscrimination statement is discussed and distributed during all employee orientations.
- The nondiscrimination statement is posted in the Agency office.

Please contact our agency director at **717-343-1495** for any reasonable accommodation requests.