

**SUBJECT: Nondiscrimination Policy Statement**

 **Equal Employment Opportunity**

**To:** **Staff**

**From**: **Peter W. Grim**

 **Executive Director**

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 age or sex.

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 that they have been discriminated against, may file a complaint of discrimination with the following:

The Common Place PA Human Relations Commission

Peter W. Grim, Executive Director Philadelphia Regional Office

5736 Chester Avenue 110 N. 8th Street

Philadelphia, PA 19143 Suite 501

Philadelphia, PA 19107

U.S Department of Health and Human Services Commonwealth of Pennsylvania

Office for Civil Rights DHS Bureau of Equal Opportunity

Suite 372, Public Ledger Bldg. Southeast Regional Office

150 South Independence Mall West 801 Market Street

Philadelphia, PA 19106-9111 Philadelphia, PA 19107

P.O. Box 5415, Philadelphia, PA 19143

267-275-8238 . thecommonplacephilly@gmail.com . [www.thecommonplacephilly.org](http://www.thecommonplacephilly.org)