

**Landis at Home  
Policy and Procedures  
Lititz, Pennsylvania**

**TITLE:** Non-discrimination Policy

**Department:** Landis at Home

**Number:** 33.138

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**Developed By:** Faith Hoover, Director of Home & Community Services

**Approval:** Bering, VP Ops, E. L. Bergey, Vice President of Community, 9/7/18

**Reviewed By:** Janice Bobin, Director of InHome Services,  
Allen Heinly, Vice President of Human Resources, Michele

Sipel, Director of InHome Services

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**I. Policy Statement:**

Landis at Home provides equal employment opportunities to all employees and applicants without regard to ancestry, race, color, religion, sex, pregnancy, national origin, age, disability, citizenship, military service, genetic information, or any other legally protected classification. Landis at Home will not deny employment, re-employment, promotion, or any benefit of employment to eligible employees on the basis of membership or service in the military. Bona fide occupational qualifications for particular positions may be required when permitted by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discharge, layoff, recall, transfer, leaves of absence, compensation, training, and other terms and conditions of employment.

Landis at Home is committed to following the Americans with Disabilities Act. Any person with a disability who requires reasonable accommodation to accomplish the essential functions of the job will be provided reasonable accommodation (unless it would be an undue hardship to Landis Homes). Any person requiring an accommodation should bring their request to their supervisor. Landis at Home is committed to providing accommodations and will engage in the interactive process to determine what accommodations may be provided to enable that employee to perform the essential functions of his or her position. Any person with a disability who believes reasonable accommodation is needed, but is not being provided, should bring that need to the attention of his or her supervisor, the Human Resources Department, a member of Leadership Team or by calling the Compliance and Privacy telephone line.

Anyone who believes that they have not been provided with an equal employment opportunity or believes that discrimination has occurred, should report it to his or her supervisor, the Human Resources Department, a member of Leadership Team or by calling the Compliance and Privacy telephone line. All complaints will be investigated immediately and kept confidential to the extent possible. It is our policy that no team member shall suffer retaliation or adverse consequences as a result of reporting violations of this policy or participating in the investigation of such violations.

## II. Procedure:

### A. Clients

The policy about non-discrimination is included in the Client Information booklet given to clients on admission. It is found under Philosophy of Service and under Eligibility.

### B. Team Members

The equal employment opportunity policy is found in the Landis at Home Team Member Manual in Section C – Employment Policies – Equal Employment Opportunity Policy. The manual is provided to team members on their first day of employment. In addition to the manual, team members are also given “Facts About the Americans with Disabilities Act” and Landis Homes Admission and Employment Non-Discrimination Policy.

### C. Any client and/or their responsible party who believes they have been discriminated against, may file a complaint of discrimination with:

Landis at Home Director of In Home Services  
1001 East Oregon Road  
Lititz, PA 17543  
717-509-5800  
Email: msipel@landishomes.org

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)

Pennsylvania Department of Health  
1-800-254-5164

Pennsylvania Human Relations Commission  
711 Philadelphia State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130

D. Any team member who believes they have been discriminated against, may file a complaint of discrimination with

Landis at Home  
Director of InHome Services  
1001 East Oregon Road  
Lititz, PA 17543  
717-509-5800

Landis Homes  
Human Resource Office  
1001 East Oregon Road  
Lititz, PA 17543  
717-581-3936

US Equal Employment Opportunity Commission  
Washington, DC 20507  
1-800-669-4000  
Persons with hearing impairments may use the TTY number  
1-800-669-6820

Pennsylvania Department of Health  
1-800-254-5164

Pennsylvania Human Relations Commission  
711 Philadelphia State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130