

**Procedure Title:****EMPLOYMENT****PROCEDURE NUMBER: 1-0-3****Policy Title:**

Equal Employment Opportunity

**Effective Date:**

2/1/2003

**Revision Date:**

1/15/2003



## APPLIES TO:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

## PROCEDURE:

1. Equal opportunity is Keystone's policy. It is our policy to select the best-qualified person for each position in the organization. Keystone defines "Equal Employment Opportunity" to mean: The treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, veteran status, age, physical or mental disability, marital status, sexual orientation or citizenship status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, down-grading, transfer, layoff and termination, as well as all other terms and conditions of employment.
2. No employee of the company will discriminate against an applicant for employment or another employee because of race, creed, color, national origin, sex, veteran status, age, physical or mental disability, religion, marital status, sexual orientation or citizenship status.
3. Keystone has adopted an affirmative action policy which essentially means that the company will aggressively seek out, hire, develop and promote qualified members of protected groups (defined as racial minorities, women, physically or mentally disabled, disabled veterans, veterans of the Vietnam era, and persons of age 40 and over).
4. You may discuss equal opportunity related questions with your supervisor, the Director of Human Resources, or any member of management. Any employee who feels that he/she has been discriminated against is encouraged to contact their supervisor or the Director of Human resources. Complaints of discrimination may also be filled with any of the following:

Bureau of Rights Compliance  
Department of Public Welfare  
Room # 412  
Health and Welfare Building  
P.O. Box 2675  
Harrisburg, Pa 17105

Office of Civil Rights  
U.S. Department of Health and Human Services  
Region III  
P.O. Box 13716  
Philadelphia, Pa 19101

Pennsylvania Human relations Commission  
101 South Second Street  
Suite # 300  
Harrisburg, Pa 17105

It is the responsibility of all levels of management to see that the company policy of equal opportunity is communicated throughout the organization.

Additionally, the following steps will be taken to ensure proper dissemination of this information:

1. A copy of our equal opportunity policy will be made available to each new employee on the first day she/he reports to work.
2. Our new employment opportunity policy will be posted in prominent locations throughout the organization.

**NOTES:**