



SUBJECT: Non-Discrimination in Employment Policy Statement
TO: Patients/Clients/Residents/Parents and all applicable
FROM: Thomas Bogovich, Executive Director

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Facility Contact Information

Thomas Bogovich, Executive Director
CHOR Youth & Family Services
1010 Centre Avenue
Reading, PA 19601
Inquiries: (610) 478-8266
Email: contactus@choreading.org

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
(Within 90 days from the date of incident)

(Within 180 days from the date of incident)

Office of Civil Rights

U.S. Department of Health & Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509 HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>

Pennsylvania Human

Relations Commission

333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>

Inquiries: (717) 787-4410

TTY users only: (717) 787-7279

(Within 180 days from the date of incident)

Email: ocrcomplaint@hhs.gov

Signed by:

Thomas Bogovich, Executive Director



SUBJECT: Non-Discrimination in Employment Policy Statement
TO: Staff
FROM: Thomas Bogovich, 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 (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin, age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectional or sexual orientation, and differences in sex), and retaliation.

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

Facility Contact Information
Thomas Bogovich, Executive Director
CHOR Youth & Family Services, Inc.
1010 Centre Avenue
Reading, PA 19601
Inquiries: (610) 478-8266
Email: contactus@choreading.org

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
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Office of Civil Rights
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Email: ocrcomplaint@hhs.gov
(Within 180 days from the date of incident)

Signed by:

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Thomas Bogovich, Executive Director

U.S. Equal Employment Commission
Opportunity Commission
801 Market Street, Suite 1000
Philadelphia, PA 19107
Inquiries: (800) 669-4000
TTY users only: (800) 669-6820
<https://www.eeoc.gov/fillin-charge-discrimination>
Email: PDOContact@eeoc.gov
(Within 300 days from the date of incident)

Pennsylvania Human
Relations Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279
(Within 180 days from the date of incident)