VISITING NURSE & HOSPICE OF LITCHFIELD COUNTY

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 45 C.F.R. Part 80, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and 45 C.F.R Part 84, and the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) and 45 C.F.R. Part 91 and Section 1557 of the Client Protection and Affordable Care Act, and the Connecticut Human Relations Act (43 P.S. § §951-962.2), Visiting Nurse & Hospice of Litchfield County adheres to an equal opportunity policy for all clients served as well as persons seeking employment, and for all persons employed by Visiting Nurse & Hospice of Litchfield County. VNHLC does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender status, national origin, age, disability, marital status, veteran status, or any other basis prohibited under federal, state or local law (collectively referred to as "protected classifications"). VNHLC also provides reasonable accommodations for qualified individuals with disabilities.

Visiting Nurse & Hospice of Litchfield County does not discriminate regarding client admission or assignment of agency staff or provision of services.

With regards to employment of persons with communicable disease that can be actively transmitted to others, Visiting Nurse & Hospice of Litchfield County adheres to non-discrimination policies and to its infection control policies. Such individuals may be provided reasonable job accommodation.

All Visiting Nurse & Hospice of Litchfield County employees, contractors and clients will be provided information regarding Visiting Nurse & Hospice of Litchfield County on-Discrimination Policies, including the process for filing complaints regarding discrimination with the Office of Equal Opportunity, Connecticut Department of Public Health, and/or the Connecticut Human Relations Commission.

PURPOSE

Establishes guidelines for compliance with federal law governing equal opportunity in employment, hiring, and client care.

PROCEDURE

1. All candidates for employment will be assessed for hiring based solely on their skills and capabilities, credentials, previous work experience, clean criminal background, and the expressed desire to work in a helping profession.

2. Employees are oriented to Visiting Nurse & Hospice of Litchfield County nondiscrimination policies during new employee orientation.

3. Clients are provided with a copy of Visiting Nurse & Hospice of Litchfield County

nondiscrimination policies during admission to services.

4. All vendors, contractors and others doing business with Visiting Nurse & Hospice of Litchfield County are informed of Visiting Nurse & Hospice of Litchfield County adherence to Equal Employment Opportunity and Affirmative Action principles.

5. A copy of this policy is posted in a conspicuous place in all Visiting Nurse & Hospice of Litchfield County office locations, as well as on the VNHLC website.

6. Visiting Nurse & Hospice of Litchfield County shall maintain the following records to demonstrate compliance with these requirements:

    a. Visiting Nurse & Hospice of Litchfield County Acceptance of Clients for Admission Policy and Notice of Nondiscrimination Policy.

    b. A copy of a signed and dated notification to employees of the Visiting Nurse & Hospice of Litchfield County on-Discrimination Policy.

    c. Copies of the Visiting Nurse & Hospice of Litchfield County Non-discrimination Policy shall be posted in locations accessible to agency staff and the general public.

7. All Visiting Nurse & Hospice of Litchfield County policies and the Visiting Nurse & Hospice of Litchfield County Employee Personnel Handbook are reviewed at least annually and updated as needed.