

Arbutus Park

RETIREMENT COMMUNITY

Nondiscrimination Policy Statement Equal Employment Opportunity

Arbutus Park Retirement Community has a continuing policy to ensure that fair and equal employment opportunities are extended to all persons without regard to race, color, political beliefs, religious creed, marital status, age, sex, sexual orientation, national origin, ancestry, physical disability or history of mental disorder. Arbutus Park Retirement Community is committed to a workplace that is free of discrimination, harassment and bullying.

Arbutus Park Retirement Community is an Equal Opportunity Employer and complies with all applicable state and federal laws in relation to Equal Opportunity. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions of the position.

This policy applies to recruitment, selection, placement, training, promotions, demotions, and rate of pay, benefits, layoffs, termination and other conditions of employment.

The Human Resources Department is responsible for ensuring that all phases of Personal Administration are in accordance with this policy. All supervisory and management personnel are responsible for administration and compliance with this policy as it relates to employees under their jurisdiction.

Any employee, who believes they have been discriminated against, may file a complaint of discrimination with any of the following.

Arbutus Park Retirement Community
207 Ottawa Street
Johnstown PA 15904

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street – 8th Fl
Harrisburg, PA 17101

U.S. Dept. of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111