



CIVIL RIGHTS COMPLIANCE EMPLOYEE AWARENESS

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you as an employee engaged in the provision of services, may not directly or indirectly:

-refuse, withhold, or deny services of this agency to any present or prospective client because of their race, color, religious creed, handicap, ancestry, national origin, age or sex.

Furthermore, as an employee of this facility, you have the right:

To file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age or sex.

Complaints of discrimination may be filed with any of the following:

West Chester Area Day Care Center
501 East Niels Street
West Chester, PA 19382

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225 Health and Welfare Building
P.O. Box 2675
Harrisburg, PA. 17105

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 East Market Street, Suite 5034
Philadelphia, Pennsylvania 19107

U.S. Department of Health
And Human Services
Office for Civil Rights- Suite 372
Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA. 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
110 N 8th Street, Suite 501
Philadelphia, Pennsylvania 19107

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____