

DCHC STAFFING

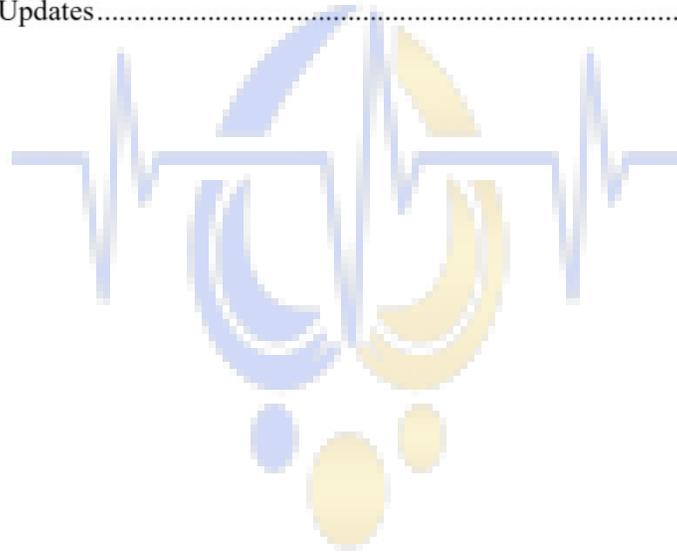
DEVOTED COMPANIONS HOME CARE





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APPROVALS

Activity	Authorized	Initial	Signature & Date
Reviewed by	Quality Assurance Officer	SW	<i>Shavonne Wheelings</i>
Approved by	Chief Executive Officer	SW	<i>Shavonne Wheelings</i>

1. Purpose

The purpose of this **Non-Discrimination Policy** is to ensure that **Devoted Companions Home Care** provides services and employment opportunities in a manner that is fair, equitable, and free from discrimination. This policy outlines the organization's commitment to promoting diversity, inclusion, and equal opportunity for all employees, clients, and applicants, regardless of their race, color, religion, gender, gender identity, sexual orientation, age, disability, national origin, or any other characteristic protected by law.

1.1 Scope

This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, discipline, termination, and all other terms and conditions of employment. It also applies to the delivery of services to clients, including admissions, treatment, and provision of care.

1.1.1 Policy Statement

Devoted Companions Home Care is committed to creating a diverse, inclusive, and respectful work environment and service delivery system. We will not tolerate discrimination or harassment in any form and will take immediate and appropriate action in response to any violation of this policy. The organization complies with all applicable local, state, and federal laws and regulations regarding non-discrimination.

1.1.2 Non-Discrimination in Employment

1. Equal Opportunity Employer:

Devoted Companions Home Care is an equal opportunity employer. We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, age, or any other protected status in accordance with applicable federal, state, and local laws.

2. Recruitment and Hiring:

All recruitment, selection, and hiring decisions will be based on qualifications, skills, and the ability to perform the essential functions of the position. We encourage diversity in our workforce and ensure that all candidates are evaluated without regard to any protected characteristic.



3. Promotions and Benefits:

All employees will be given equal consideration for promotions, professional development, and other advancement opportunities. We provide equal access to all benefits, including healthcare, paid time off, and other perks, regardless of any characteristic protected by law.

4. Compensation:

Compensation decisions will be made without regard to race, color, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic.

5. Training and Development:

All employees have equal access to training and development opportunities. These opportunities are designed to enhance employee skills and qualifications, helping them to succeed in their current roles and pursue career growth within the organization.

1.1.3 Non-Discrimination in Service Delivery

1. Equal Access to Services:

Devoted Companions Home Care provides care and services without discrimination based on race, color, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic. We are committed to ensuring that every client receives respectful and dignified care.

2. Accommodation of Disabilities:

The organization will make reasonable accommodations to individuals with disabilities to ensure they have equal access to services. This includes providing accessible facilities, communication methods, and other necessary accommodations based on the needs of the client or employee.

3. Cultural Competency:

We are dedicated to providing culturally competent care that respects the diverse backgrounds of our clients. Employees are trained to be sensitive to cultural differences and to treat all clients with respect and understanding.

1.1.4 Harassment and Retaliation

1. Zero Tolerance for Harassment:

Devoted Companions Home Care has a zero-tolerance policy for harassment based on any protected characteristic, including race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age. This includes all forms of verbal, physical, and visual harassment, such as offensive comments, jokes, slurs, or discriminatory actions.

2. Retaliation Prohibited:

The organization prohibits retaliation against any employee or client who reports discrimination or harassment or participates in an investigation regarding such behavior. Retaliation will not be tolerated and will result in disciplinary action.

1.1.5 Complaint and Reporting Procedure

1. **Reporting Discrimination or Harassment:**

Employees, clients, and others who believe they have been subjected to discrimination or harassment are encouraged to report the matter promptly. Complaints should be submitted to the **Human Resources Department** or designated **Non-Discrimination Officer** as soon as possible.

2. **Investigation of Complaints:**

All complaints of discrimination or harassment will be taken seriously and thoroughly investigated. The investigation will be conducted in a confidential manner to the extent possible and will involve interviews with all relevant parties, including witnesses.

3. **Corrective Action:**

If a violation of this policy is found, corrective action will be taken, which may include counseling, training, disciplinary measures, or termination of employment, depending on the severity of the violation.

1.1.6 Employee and Client Rights

1. **Employee Rights:**

Employees have the right to work in an environment free from discrimination, harassment, and retaliation. They have the right to report concerns regarding discrimination or harassment without fear of retaliation and to seek resolution through the complaint procedure.

2. **Client Rights:**

Clients have the right to receive services in an environment free from discrimination. They have the right to report any concerns about discriminatory practices or behaviors without fear of losing access to services.

3. **Reasonable Accommodation for Handicapped Employees**

In accordance with our commitment to equal opportunity, our non-discrimination policy ensures that reasonable accommodations are provided to handicapped employees, as required by the Americans with Disabilities Act (ADA). We are dedicated to creating an inclusive and accessible work environment by making necessary adjustments to the workplace or job duties to enable employees with disabilities to perform their essential job functions. Any employee or applicant with a disability who requires accommodation should contact Human Resources, and each request will be evaluated on a case-by-case basis to determine appropriate solutions that support both the employee's needs and the operational requirements of the company.

2. Policy Enforcement

1. **Supervisory Responsibility:**

Supervisors and managers are responsible for ensuring that their teams comply with this policy. They must take immediate action to address any behavior that violates the non-discrimination policy and encourage a respectful and inclusive workplace.



2. Regular Monitoring:

Devoted Companions Home Care will regularly monitor and evaluate its practices to ensure compliance with this policy and to address any issues that may arise. This includes reviewing complaints and taking corrective action as necessary.

3. Policy Review and Updates

This **Non-Discrimination Policy** will be reviewed annually and updated as needed to reflect changes in relevant laws, regulations, or best practices. All employees will be notified of any changes to the policy and will be retrained as necessary.

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