



SUBJECT: Non-Discrimination in Employment Policy Statement

TO: Staff

FROM: Aniya Gullette, Center 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, color, religious creed, disability, ancestry, national origin, age, or sex. 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. Agencies are required to complete these investigations within 180 days. **Complaints will be addressed by the director Aniya Gullette.** Final conclusions will depend on varying factors and may result in additional training, termination, probationary period, 1-1 attention, etc.

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

Malvern Academy

17 Ravine Road, Malvern PA 19355

Phone: 484-329-7758

Info@Malvern-Academy.com

Commonwealth of Pennsylvania Department of Human Services

BEO/Office of Civil Rights Compliance
Room 225, Health & Welfare Building

P.O. Box 2675 Harrisburg, PA 17120

Inquiries: (717) 787-1127

Email: RA-PWBEOAO@pa.gov

U.S. Equal Employment Opportunity Commission

801 Market Street, Suite 1000

Philadelphia, PA 19107-3126

Inquiries: (800) 669-4000

TTY users only: (800) 669-6820

<https://www.eeoc.gov/federal-sector/overviewfederal-sector-eeo-complaint-process>

Email: PDOContact@eeoc.gov

Office for Civil Rights

U.S. Department of Health and Human Services
Centralized Case Management Operations

200 Independence Avenue, S.W.

Room 509F HHH Bldg

Washington, D.C. 20201

Customer Response Center: (800) 368-1019

TDD: (800) 537-7697

<https://www.hhs.gov/ocr/complaints>

Email: ocrcomplaint@hhs.gov

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor

Harrisburg, PA 17101

<https://www.phrc.pa.gov/File-a-complaint>

Inquiries: (717) 787-4410

TTY users only: (717) 787-7279