



3943 Columbia Avenue, Columbia, PA 17512 (717)285-2711

SUBJECT: Nondiscrimination Policy Statement
Equal Employment Opportunity

TO: Staff

FROM: Ann Kritzer and Claire Crescenzi

An open and equitable personnel systems 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 (including limited English proficiency), 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.

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

K-Prep Learning Center / Ann Kritzer and Claire Crescenzi
3943 Columbia Avenue, Columbia, PA 17512

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

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front St., 5th Floor
Harrisburg, PA 17104

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