



## **Non-Discrimination and Grievance Policies**

### **NON-DISCRIMINATION- Hiring and Employment**

LCCF is an Equal Employment Opportunity employer.

It is the policy of LCCF not to discriminate against any employee or applicant for employment on the basis of sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Accordingly, all recruiting, hiring and promoting for all job classifications is made without regard to sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation. Only valid requirements for promotional opportunities are imposed. LCCF makes every effort to ensure that all personnel actions, such as compensation, benefits, recruitment, transfer, promotions, layoffs, rehires from layoffs, company sponsored training, education programs, company sponsored social recreational programs and use of company facilities, will be administered without regard to sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

### **NON-DISCRIMINATION- Grant Making**

LCCF is committed to non-discrimination in its grantmaking.

It is the policy of LCCF not to discriminate against any grantee partner or grant applicant on the basis of sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

## **GRIEVANCES**

A grievance is considered anything that an employee of LCCF considers unfair, unlawful, or otherwise is a substantial impediment to them as an employee. It must be a matter that is within LCCF authority to resolve.

This procedure has been developed to ensure fair and equitable consideration issues. It is the understanding that if an employee chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the employee's action is taken under the EEOC, PA Human Relations Commission, or a local human rights agency.

When an employee believes a policy or procedure of LCCF is not being fairly applied to them, they may request a conference with their immediate supervisor to discuss the problem within five (5) working days.

1. If the employee feels that the supervisor has not initiated a resolution to the problem, he or she may request a meeting with the President & CEO. This request must be submitted within three (3) days and contain the written statement of the grievance and the written supervisor's decision from above. The meeting shall be arranged, and a written decision rendered.
2. Should the employee feel the issue is still not resolved after meeting with the President & CEO, he or she may take the issue to the Executive Committee.
3. The Executive Committee's decision is final.