

POLICY STATEMENT  
LUTHERAN HOME AT KANE AND RESIDENTIAL CARE CENTER  
CIVIL RIGHTS COMPLIANCE POLICY  
NON-DISCRIMINATION POLICIES IN SERVICE DELIVERY AND  
EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of our organizations to comply with the provisions of Title VII of the Civil Rights Act of 1964, and as amended; Civil Rights Act. Of 1991, as amended; Title IX of Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1967, as amended; Americans with Disabilities Act Title I and Title V of 1990, as amended; and the Pennsylvania Human Relation's Act of 1955 as amended; and the Equal Pay Act of 1963, as amended: to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, Limited English Proficiency (LEP), sex, occupation, age, non job-related disability or source of payment, be excluded from, be denied access to and/or benefits of, or otherwise be subjected to discrimination in care, services, and/or employment opportunity.

**Service Delivery**

Admissions, the provisions of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, LEP, age, sex, occupation, or source of payment.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment and facilities redesign, the provision of aids, and the use of alternative service delivery locations.

The above non-discrimination policy includes applies to all residents, employees, and physicians.

**Equal Employment Opportunity**

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices prohibit discrimination on the basis of race, color, religious creed, non job-related handicap or disability, ancestry, national origin, age, sex, or occupation.

Employment opportunities shall be made available for qualified disabled applicants, and reasonable accommodations shall be made to meet the physical or mental limitations of qualified applicants or employees.

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Linda D. Carlson, CEO, N.H.A.

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Regina Greenman, Administrator, RCC

Revised: 6/1/89, 7/1/92, 7/1/98, 6/1/02, 3/04, 6/1/05, 6/1/06, 6/1/07, 6/1/08, 6/1/09, 6/1/10, 6/1/11

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June 1, 2011

To Whom It May Concern:

Please find attached the Lutheran Home at Kane and Residential Care Center policy statement of non-discrimination in services and employment. The Lutheran Home at Kane is an equal opportunity employer.

Please feel free to contact me if you have questions at 814-837-6706.

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Linda D. Carlson, CEO, N.H.A. Regina Greenman, Administrator, RCC

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**LUTHERAN HOME AT KANE AND RESIDENTIAL CARE CENTER**  
**CIVIL RIGHTS COMPLIANCE POLICY**  
**NON-DISCRIMINATION POLICIES IN EMPLOYMENT AND SERVICE DELIVERY**

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**Service Delivery**

Admissions, the provisions of services, and referrals of residents shall be made without regard to race, color, religious creed, handicap, LEP, disability, ancestry, national origin, age, sex, occupation, or source of payment.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provisions of aids, and use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

## POLICY STATEMENT

### LUTHERAN HOME AT KANE CIVIL RIGHTS COMPLIANCE POLICY

#### NON-DISCRIMINATION POLICIES IN SERVICE DELIVERY AND EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Lutheran Home at Kane to comply with the provisions of Title VII of the Civil Rights Act of 1964, and as amended; Civil Rights Act of 1991, as amended; Title IX of Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1967, as amended; Americans with Disabilities Act Title I and Title V of 1990, as amended; and the Pennsylvania Human Relations Act of 1955 as amended; and the Equal Pay Act of 1963, as amended: to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, Limited English Proficiency (LEP), sex, occupation, age, non job-related disability or source of payment, be excluded from, be denied access to and/or benefits of, or otherwise be subjected to discrimination in care, services, and/or employment opportunity.

#### **Service Delivery**

Admissions, the provisions of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, LEP, age, sex, occupation, or source of payment.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment and facilities redesign, the provision of aids, and the use of alternative service delivery locations.

The above non-discrimination policy includes (but is not limited to) the following statements:

1. Admissions, inpatient and outpatient care or services and/or employment opportunities will be provided in a manner that does not discriminate against persons on the basis of race, color, religious creed, disability, ancestry, national origin, LEP, age, sex, occupation, or source of payment.
2. All residents will be assigned rooms and sections in a matter consistent with applicable law. Segregation of residents is not permitted based on source of payment except as necessary to obtain third party reimbursement or when optional services are being purchased by the resident.
3. Residents will not be asked if they are willing or desire to share a room with a person of another race, color, national origin, LEP, age, disability, religious creed, ancestry, sex, occupation, or source of payment.
4. Employees will be assigned to resident services without regard to the race, color, religious creed, ancestry, national origin, LEP, handicap, disability, age, occupation or sex of either the resident or employee.
5. Staff privileges will not be denied professional qualified personnel on the basis of race, color, ancestry, national origin, LEP, handicap, disability, age, sex, or occupation.
6. All facilities of this institution will be utilized without regard to race, color, religious creed, ancestry, national origin, LEP, disability, age, sex, or occupation.
7. Transfer of residents from the rooms assigned and/or selected will not be made for reasons of race, color, religious creed, ancestry, national origin, LEP, disability, sex, age, or occupation; however, any resident may request to upgrade the assigned and/or selected room at any time for any reason provided that the room required is readily available and the resident is financially able to pay for the requested room.

The non-discriminatory policy of the Lutheran Home at Kane applies to residents, physicians, and all responsible employees. Under no circumstances will the application of this policy result in the segregation or re-segregation of buildings, wings, or rooms for any reason of race, color, religious creed, disability, ancestry, national origin, LEP, age or sex. This non-discrimination policy applies to employment

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opportunities, to employees, contractors, and governing board of the Lutheran Home at Kane. Persons, agencies or organizations having occasion to refer residents to admission here are advised to do so without regard to race, color, religious creed, disability, ancestry, national origin, LEP, age, sex, occupation or source of payment.

Any resident (and/or their guardian) who believes the resident has been discriminated against may file a complaint of discrimination with the State Department of Health, Department of Public Welfare, US Department of Health and Human Services, or Bureau of Civil Rights Compliance, and should contact the Administrator.

#### **Equal Employment Opportunity**

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Employment opportunities shall be made available for qualified disabled applicants, and reasonable accommodations 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 and should contact the Director of Human Resources at the main office of the **Lutheran Home or Corporate Compliance, PO Box 782, Kane, PA 16735.**

- Main Office  
Lutheran Home at Kane  
100 High Point Drive  
Kane, PA 16735-9673  
814-837-6706
- Nursing Facility  
Lutheran Home at Kane - License #902802  
100 High Point Drive  
Kane, PA 16735  
814-837-6706
- Personal Care Facility  
Residential Care Center - License #002420  
100 High Point Drive  
Kane, PA 16735  
814-837-8770
- Independent Living Units  
Lutheran Home at Kane  
100 High Point Drive  
Kane, PA 16735-9673  
814-837-6706
- K.I.D.S.  
Lutheran Home at Kane - License #418810  
101 High Point Drive  
Kane, PA 16735-9673  
814-837-6795
- Bureau of Equal Opportunity  
Department of Public Welfare  
Room 521 Health and Welfare Building  
PO Box 2675  
Harrisburg, PA 17105  
717-787-1126
- Bureau of Equal Opportunity  
Department of Public Welfare  
Western Field Office  
Room 702 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

412-565-7607  
TTD 412-565-5711

- Office of Civil Rights  
Department of Health and Human Services  
Region III Suite 372  
Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19101  
215-596-5195
- Pennsylvania Human Relations Commission  
11<sup>th</sup> Floor  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
412-565-5395
- Department of Health  
Division of Nursing Care  
Jackson Center Field Office  
19 McQuiston Drive  
Jackson Center, PA 16133  
724-662-6050

Current information, addresses and telephone numbers are also posted. Contact administration for additional information.  
Reaffirmed annually.

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Linda D. Carlson, CEO, N.H.A.

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Date

Revised: 6/1/89, 7/1/92, 7/1/98, 6/1/02, 3/04, 6/1/05, 6/1/06, 6/1/07, 6/1/08,  
6/1/09, 6/1/10, 6/1/11