

## **Nondiscrimination Policy**

Subject: Nondiscrimination in Employment  
To: Staff  
From: Rachel Dierking/Executive Director  
Lorraine Lewin/School Director

Heritage School's personnel policies, procedures, and practices are designed to prohibit discrimination based on protected classes as defined by federal law, with respect to religious institutions.

Employment Opportunities shall be provided for applicants with disabilities, and reasonable accommodation(s) shall be made to meet the physical or mental limitation of qualified applicants or employees.

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

**Heritage School**  
**651 North Wayne Ave.**  
**Wayne, PA 19087**

**Commonwealth of Pennsylvania**  
**Department of Human Services**  
**Bureau of Equal Opportunity**  
**Room 225, Health & Welfare Building**  
**P.O. Box 2675**  
**Harrisburg, PA 17105**

**PA Human Relations Commission**  
**Harrisburg Regional Office**  
**333 Market Street, 8<sup>th</sup> Floor**  
**Harrisburg, PA 17101**

**U.S. Department of Health and Human Services**  
**Office for Civil Rights**  
**Suite 372, Public Ledger Building**  
**150 South Independence Mall**  
**West Philadelphia, PA 19106-9111**

**Equal Employment Opportunity Commission**  
**Philadelphia District Office**  
**801 Market Street, Suite 100**  
**Philadelphia, PA 19107**

**Rachel Dirking/Executive Director**

**Lorraine Lewin/Heritage School Director**