

## **EQUAL OPPORTUNITY POLICY 1.01**

Allied Services is an equal opportunity employer, exercising non-discriminatory employment practices. This policy also applies to sub-contractor agencies, volunteers and any other agent acting on behalf of Allied Services.

At Allied Services open and equitable personnel systems are established and maintained. Personnel policies, procedures and practices are designed to prohibit discrimination on the basis of race, color, religion creed, age, sex or sexual orientation, gender identity, disability, national origin, ancestry, pregnancy, genetic information, special disabled or veteran status or other lawfully protected trait.

Positions will be filled from the best-qualified applicants available without regard to race, color, religion creed, age, sex or sexual orientation, disability, national origin, ancestry, pregnancy, genetic information, special disabled or veteran status or other lawfully protected trait, except where age, sex or physical status is a bona fide occupational qualification.

Allied Services shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by Allied Services to employ and advance in employment qualified protected veterans and individuals with disabilities.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation shall be made to meet the physical or mental limitations of qualified applicants or employees. Reasonable accommodation will be made for qualified disabled employees and each case will be given individual consideration taking into account the individual need of the employee.

Any employee, who believes he/she has been discriminated against, may file a complaint of discrimination with any of the following:

**Allied Services**

100 Abington Executive Park  
Clarks Summit, PA 18411

**PA Human Relations Commission**

Riverfront Office Center, 5th Floor  
1101-1125 South Front Street  
Harrisburg, PA 17104-2515

or

**Philadelphia District Office-EEOC**

801 Market Street, Suite 1300  
Philadelphia, PA 19107-3127

**PA HRC- Harrisburg Regional Office**

333 Market Street, 8th Floor  
Harrisburg, PA 17101-2210

US Department of Health and Human Svcs

**Office for Civil Rights**

Suite 436, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106

Department of Public Welfare

**Bureau of Equal Opportunity**

Room 223, Health & Welfare Bldg.  
PO Box 2675  
Harrisburg, PA 17105

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William P. Conaboy  
President/Chief Executive Officer