



BerksCounselingCenter

All About Recovery. All About You.

645 Penn Street, 2nd Floor, Reading, PA 19601-3543 Phone: 610-373-4281 Fax: 610-373-3779 Website: www.berkscounselingcenter.org

Subject: Nondiscrimination Policy Statement - Equal Employment Opportunity

To: Staff
From: Christine Axford, CEO, Berks Counseling Center

Christine Axford

An open and equitable personnel system 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, 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:

Berks Counseling Center
645 Penn Street 2nd Floor
Reading, PA 19601

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
PO Box 2675 Harrisburg, PA 17120
Inquiries: 717-787-1127
Email: RA-PWBEOAO@pa.gov

Office for Civil Rights
US Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, SW
Room 509F HHH Bldg
Washington, DC 20201
Customer Response Center: 800-368-1019
TDD: 800-537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov

US Equal Employment Opportunity Commission
801 Market Street, Suite 1000
Philadelphia, PA 19107-3126
Inquiries: 800-669-4000
TTY users only: 800-669-6820
<https://www.eeoc.gov/federal-sector/overviewfederal-sector-eeo-complaint-process>
Email: PDOContact@eeoc.gov

Pennsylvania Human Relations Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a-complaint>
Inquiries: 717-787-4410
TTY users only: 717-787-7279

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