

**Humane Home Care Agency**  
3235 KENSINGTON AVENUE PHILADELPHIA PA, 19134

Office: 215-203-1955

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**NON-DISCRIMINATION POLICY**

As a recipient of Federal financial assistance, Humane Home Care Agency, the Provider, does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, religious creed, ancestry, sex, or on the basis of disability or age in the admission to services and benefits provided, referrals made, and employment actions including participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Humane Home Care Agency directly or through a contractor or any other entity with whom the Agency arranges to implement services, programs, and activities.

**Non-Discrimination Mandated Laws:**

The statement above is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Pennsylvania Human Relations Act of 1995, and the Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Part 80, 84, and 91.

Under Title 1 of the American's With Disabilities Act (ADA) effective 1992, *reasonable accommodation* must be made for individuals with disabilities who are seeking employment or services.

**Defining Reasonable Accommodation:**

Reasonable accommodation is any modification or adjustment to a job, the job application process, or the work environment that will enable a qualified applicant or employee with a disability to perform the essential functions of the job, participate in the application process, or enjoy the benefits and privileges of employment.

Examples of reasonable accommodations include, but are not limited to, readily accessible facilities, job restructuring, part-time or modified work schedules, acquiring or modifying equipment, changing tests, training materials, or policies, providing qualified readers or interpreters, and the option to have a reassignment to a vacant position for which the individual is qualified. The ADA requires reasonable accommodation in three aspects of employment:

- 1) To ensure equal opportunity in the application process
- 2) To enable a qualified individual with a disability to perform the essential functions of a job

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- 3) To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Questions or concerns concerning the Non-Discrimination Policy or to file a complaint alleging any violations, please contact:

Provider Name:	Humane Home Care Agency
Contact Person Coordinator:	Mark Tay Administrator
Telephone:	215-203-1955

Communication for individuals with special needs (deaf, hard-of-hearing, and speech impaired.)  
Service is available 24 hours/day/7 days/week

TDD or State Relay number:

TTY:	800-654-5984
Voice:	800-654-5988
Spanish TTY:	800-855-2884
Spanish Voice:	800-855-2885

**References:**

Pennsylvania Human Relations Act of 1955.  
Title VI of the Civil Rights Act of 1964.  
Section 504 of the Rehabilitation Act of 1973.  
Age Discrimination Act of 1975.  
Title 45 Code of Federal Regulations Part 80, 84, and 91.

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**Receipt of the Non-Discrimination Policy Signature Page**

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Agency Representative Signature

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Agency Representative Date

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Employee Signature

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Employee Date