



Non-Discrimination and Grievance Policies

NONDISCRIMINATION- Hiring and Employment

LCCF is an Equal Employment Opportunity employer.

It is the policy of LCCF not to discriminate against any employee or applicant for employment based on sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Accordingly, all recruiting, hiring, and promoting for all job classifications is made without regard to sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Only valid requirements for promotional opportunities are imposed. LCCF makes every effort to ensure that all personnel actions, such as compensation, benefits, recruitment, transfer, promotions, layoffs, rehires from layoffs, company sponsored training, education programs, company sponsored social recreational programs and use of company facilities, will be administered without regard to sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Reasonable accommodations will be made to applicants and employees who need them for medical or religious reasons, as required by law.

Employees may report discrimination by following the grievance process outlined below. Employees will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination.

NONDISCRIMINATION- Grant Making

LCCF is committed to nondiscrimination in its grantmaking.

It is the policy of LCCF not to discriminate against any grantee partner or grant applicant on the basis of sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

GRIEVANCE POLICY AND PROCESS

A grievance is considered anything that an employee of LCCF considers unfair, discriminatory, unlawful, or otherwise is a substantial impediment to them as an employee. It must be a matter that is within LCCF authority to resolve.

This process has been developed to ensure fair and equitable consideration of issues, provide for prompt, thorough, and impartial investigation of complaints and provide for prompt and effective corrective and preventative action when necessary.

It is the understanding that if an employee chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the employee's action is taken under the EEOC, PA Human Relations Commission, or a local human rights agency.

LCCF will protect the confidentiality of employees who report a grievance or participate in an investigation to the greatest possible extent. Additionally, employees who file internal complaints will be notified about the status of their complaint, the results of the investigation, and any corrective and preventative action taken.

When an employee believes a policy or procedure of LCCF is not being fairly applied to them, the employee may request a conference with their immediate supervisor (or any supervisor if the immediate supervisor is the subject of the grievance) to discuss the problem within five (5) working days.

1. If the employee feels that the supervisor has not initiated a resolution to the problem, the employee may request a meeting with the President & CEO. If the President & CEO is the subject of the grievance, the employee may request a meeting with the COO. This request must be submitted within three (3) days and contain the written statement of the grievance and the written supervisor's decision from above. The meeting shall be arranged, and a written decision rendered.
2. Should the employee feel the issue is still not resolved after meeting with the President & CEO or COO, the employee may take the issue to the Executive Committee via the current Board Chair.
3. The Executive Committee's decision is final.