NON-DISCRIMINATION POLICY

Equal opportunity in employment and home care services

Libby’s Helping Hands Inc. (hereinafter “Agency”) affirms its commitment to fairness and equal opportunity for all employees and clients it serves. The Agency values diversity and seeks qualified and talented employees and staff from diverse backgrounds. No employee shall discriminate against any other employee, client or potential client in employment or home care services because of race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability, or because the employee or client is or has been a victim of a violent crime, including crimes involving domestic violence. The Agency and its employees will provide home care services and practices in accordance with the Civil Rights Act of 1964. The Agency will not discriminate against customers or Medicaid recipients on the grounds of race, color, religion or national origin.

Employees found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

All matters related to recruiting, hiring, compensation, benefits, promotions, transfers, wellness programs, termination, layoffs, returns from layoff, agency-sponsored training, education and tuition reimbursement will be administered without regard to race, color, religious creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national or ethnic origin, disability, or whether the person is a victim of a violent crime, including crimes involving domestic violence. All treatment on the job must be free from discriminatory practices.

The Agency will not engage in unlawful discriminatory practices against any citizen, person, department, board, commission, institution, agency, state or local government, school district, entity or individual served by the Agency.

Consistent with applicable law, the Agency will not discriminate against qualified individuals with disabilities. Reasonable accommodations will be provided in accordance with the law.

The Agency is committed to creating and maintaining a work environment free of any form of harassment, including sexual harassment. The Agency’s commitment to prevention is embodied in its Sexual Harassment Prevention Policy.

NON-DISCRIMINATION POLICY

Reporting concerns and requesting reasonable accommodations

The Agency strongly encourages anyone who believes they have been discriminated against in violation of this policy to contact the President of the company. A person may also contact the appropriate external agency listed below.

Agency contact
President / Agency Administration: 215-868-7683 | Libbyshh@gmail.com | 2660 S 68th Street, Suite #1, Philadelphia, PA 19142.

Contact Agency Administration at the number or email above to raise a concern or request a reasonable accommodation.

Pennsylvania Human Relations Commission - Philadelphia Regional Office
110 North 8th Street, Suite 501, Philadelphia, PA 19107. Phone: 215-560-2496. TTY: 215-560-3599.
Official contact information

Pennsylvania Department of Human Services - Bureau of Equal Opportunity
Phone: 717-787-1127. Email: RA-pwbeoao@pa.gov. Contact for discrimination concerns involving DHS programs, services or DHS-licensed providers, as applicable.
Official contact information

Pennsylvania Department of Health - Facility Complaints
Complaint hotline: 1-800-254-5164. For concerns about home care or other healthcare facilities.
Official contact information

The external contact details above were checked against Pennsylvania agency websites on October 22, 2026. This edition preserves the substance of the supplied agency policy and corrects grammar and complaint contact information.