

<p>Lancaster County Drug & Alcohol Commission</p>	<p><i>Universal #2</i></p> <p><i>Policy: Equal Employment Opportunity Compliance</i></p>
<p><i>Most Current Revision: 09012022</i> <i>Page: 1 of 1</i></p> <p><i>Effective Date: 07012020</i></p>	

I. Purpose

To ensure that ALL contracted LCDAC service providers uphold the standards of being an equal opportunity employer as outlined in their LCDAC contractual agreement of which is derived from the most current DDAP Operational Manual.

II. Procedure

- a. **ALL** LCDAC Contracted Service Providers shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, or sex.
- b. **ALL** LCDAC Contracted Service Providers shall have written policies indicating that the LCDAC Contracted Service Provider takes affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, or sex.
 - i. Written policies indicating such affirmative action is practiced shall include, yet is not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.
- c. **ALL** LCDAC Contracted Service Providers shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, or sex.
- d. **ALL** LCDAC Contracted Service Providers shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.
 - i. Verification of the posting shall transpire during the LCDAC monitoring site visit and/or during any other on-site visit.
- e. **ALL** LCDAC Contracted Service Providers shall comply with all State and Federal laws prohibiting discrimination in hiring or employment opportunities.
- f. In the event of The LCDAC Contracted Service Provider 's noncompliance with the nondiscrimination clause of this Agreement or with any such laws, this Agreement may be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and other sanctions may be imposed, and remedies invoked.
- g. If the LCDAC Contracted Service Provider is in noncompliance with the nondiscrimination clause, a citation shall be issued to the provider rendering the completion of a corrective action plan.

Approved By:  09012022
 Rick Kastner LCDAC Executive Director Date