



Montessori Academy
of Chambersburg

A LEGACY OF LEARNING

**SUBJECT: Nondiscrimination Policy Statement
Equal Opportunity Employer**

TO: Staff

FROM: Heather Edmond, Director of Education *Heather Edmond*

DATE: January 1, 2021

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

Montessori Academy of Chambersburg
875 Ragged Edge Road
Chambersburg, PA 17202

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17110

PA Human Relations Commission
Harrisburg Regional Office
33 Market Street, 8th Floor
Harrisburg, PA 17101

US Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
P.O. Box 2675
Harrisburg, PA 17110