



It is the policy and commitment of Halcyon and Liber Limited that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Halcyon and Liber Limited is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Halcyon and Liber Limited has been discriminated against is strongly encouraged to report this concern promptly to the Executive Director.

#### **DISCRIMINATORY HARASSMENT**

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.

Halcyon and Liber Limited is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.

Signed for and on behalf of the Management.