

## STATEMENT OF NON-DISCRIMINATION

Mainstream Living, Inc. is committed to maintaining a workplace in which people are hired, trained, transferred, promoted, and afforded every other benefit and opportunity that comes with employment at the organization without regard to race, color, religion, sex, age, national origin, ancestry, marital status, disability or veteran status, sexual orientation, and any other legally protected characteristic. It is the policy of Mainstream Living not to discriminate on the basis of any protected characteristic.

As a private, nonprofit entity, we reaffirm these commitments in our Equal Employment Opportunity Program. This program is designed to provide employment opportunities for individuals based on their qualifications and abilities, and prohibits the practice of any type of discrimination, or harassment, including sexual harassment.

Mainstream Living has a grievance procedure providing for prompt and equitable resolution of complaints alleging any actions prohibited by law, including Section 1557 of the Affordable Care Act (42 U.S.C 18116) and its implementing regulations at 45CFR part 92, issued by the U.S. Department of Health and Human Services which prohibits discrimination on the basis race, color, national origin, sex, age, and disability in certain health programs and activities.

For persons who need help with language assistance or have Limited English Proficiency, taglines in a variety of languages on the Nondiscrimination Law are available and can be accessed through any staff member or Human Resources Manager. Persons who need a translator or appropriate auxiliary aids may contact any staff member or Human Resources Manager. The designated Equal Employment Opportunity Officer and Civil Rights Coordinator for Mainstream Living, Inc. is the Human Resources Manager.

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age, or disability may file a grievance under this procedure, which is further detailed in the Mainstream Living Personnel Policy Manual. It is against the law for anyone in this organization to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of any grievance.

Grievances related to issues outlined in the policy, must be submitted to the Human Resources Manager within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. The grievance must be written and include the name and address of the person filing it and include statement of the problem or action alleged to be discriminatory and the remedy or relief sought. The Human Resources Manager will conduct an investigation and issue a written decision on the grievance, based on the results of the thorough investigation, no later than 30 days after its filing. The person filing the grievance may appeal this decision within 15 days of receiving the decision.

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>

We expect every employee to help maintain a workplace free of bias and to avoid and disapprove of behavior, words, and actions that contribute to discriminatory treatment or harassment.

Additional information related to Equal Employment Opportunity Plan, Nondiscrimination, Harassment, and Affordable Care Act is available in the agency Personnel Policy Handbook. The handbook or further assistance may be accessed at the Ames or Des Moines offices of Mainstream Living, Inc. Human Resources Department.



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William Vaughn, Chief Executive Officer

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