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Client statement of non-discrimination

It is the policy of Your Adoptive Family (YAF) to strictly comply with all Federal, State, and local laws and regulations with regard to its' clients. YAF is subject to certain Federal employment laws, including:

- Age Discrimination in Employment Act
- Americans with Disabilities Act
- Civil Rights Act (Title VII)
- Equal Pay Act
- Fair Labor Standards Act
- Family and Medical Leave Act
- Immigration Reform and Control Act

In addition, YAF is regulated under the laws of the State of Washington and local laws and ordinances. Where state or local requirements exceed those of Federal law, these take precedence.

Nondiscrimination of clients

YAF does not permit, condone or tolerate discrimination in any form including but not limited to:

- Sex or gender
- Sexual orientation
- Gender Identity or gender expression
- Racial, ethnic or national origin
- Skin color
- Age
- Marital Status
- Religious affiliations or belief
- Physical or mental disability or functional limitation
- Military service or lack of military service
- Citizenship status

This non-discrimination policy applies to all of YAF's activities and functions, including but not limited to:

- Recruitment and employment
- Advancement and Promotion
- Salary and wage consideration
- Bonuses
- Layoff and Termination
- Employee benefits

- Client applications
- Client services

Anti-Harassment

Workplace harassment and abuse are strictly prohibited on company premises. Harassment is against the law and company policy and YAF could be legally liable in certain cases. Disciplinary action will be taken in all cases where harassment within the intent of this policy is established. Harassment that has sexual grounds, connotations or origin is considered especially serious. All complaints of this kind will be investigated and appropriate action taken. If a supervisor is implicated, the matter should be brought directly to the Executive Director. Any claim against the Executive Director should be brought directly to the President of the Board of Directors.

Confidentiality

Each employee and independent contractors of this agency shall be required to sign an acknowledgement of this agency's responsibility to keep its records and information concerning persons in care in such a manner as to preserve the confidentiality of the persons in care, and an agreement to abide by this agency's confidentiality policy.

It is the policy of this agency to maintain a record of each applicant(s) this agency completes a pre or post placement report for, containing all available identifying legal, medical and social information. Such record shall be kept confidential as required by RCW Chapter 26.33. All identifying and personal information about a child and the child's family shall be kept confidential and in a secure place. Information about a child or the child's family shall only be shared with people directly involved in the case plan for the child, in accordance with WAC 148-33-0130.