



Section: <b>Policies and Procedures</b>	Title: <b>Non-Discrimination in Provision of Services</b>	
Applies to: <b>Acacia Network and its Affiliates</b>	Distribution: <b>All Staff</b>	Total Pages <b>3</b>
Effective: <b>June 2018</b>  Amended: <b>May 2022</b>	Approving Authority and Date  <ul style="list-style-type: none"> <li>• <b>Human Resources &amp; Office of Legal Affairs</b></li> </ul>	

## I. PURPOSE:

- To ensure non-discrimination in the provision of services to Acacia clients, in accordance with Federal, State, and City anti-discrimination laws.
- To ensure all Acacia Network staff members, clients, or prospective clients a safe, healthy, inclusive, affirming and discrimination-free environment.

## II. POLICY STATEMENT:

It is the policy of Acacia Network to conduct all its affairs, and to provide all of its services, in a manner that is free of discrimination, harassment and bullying of any kind whatsoever. To that end, all decisions regarding admissions, treatment, and the provision of services in any of Acacia's facilities shall be made without regard to a client's or prospective client's race, creed, color, religion, sex, age, national origin, gender, gender identity, gender expression, transgender status, genetic information, physical or mental disability, marital status or partnership status, pregnancy, sexual orientation, alienage or citizenship status, **status with regard to public assistance or other lawful source of income**, status as a veteran or active military service member, lawful occupation, presence of children, or status as a victim of domestic violence, stalking, and sex offenses.



### III. APPLICABILITY:

The policies and procedures set forth herein apply, without exception, to all facilities operated by Acacia Network, or any of its affiliates, whether on an inpatient or outpatient basis.

### IV. RELATED NON- DISCRIMINATORY POLICIES:

Please refer to Acacia Network LGBTQI+ which provide staff with a single point of reference for best practices when working with Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex + individuals in accordance with Federal, State, and City anti-discrimination laws.

### V. PROCEDURE:

#### Responsible Staff

#### Responsibilities

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| a. Admissions Staff | <ol style="list-style-type: none"><li>1. Ensures the prominent inclusion in admission application forms and policy statements of a legend summarizing the applicable Federal, State, and City anti-discrimination laws.</li><li>2. Ensures the prominent display in the admissions office of a New York State Division of Human Rights non-discrimination regulatory poster, and a New York City Commission on Human Rights non-discrimination regulatory poster.</li><li>3. Ensures that individuals (clients/prospective clients) are not denied admission to any program or facility based on race, creed, color, religion, sex, age, national origin, gender, gender identity, gender expression, transgender status, genetic information, physical or mental disability, marital status or partnership status, pregnancy, sexual orientation, alienage or citizenship status, status with regard to public assistance or other lawful source of income, status as a veteran or active military service member, lawful occupation, presence of children, or status as a victim of domestic violence, stalking, and sex offenses.</li><li>4. Ensures that individuals (clients/prospective clients) are not denied admission to any program or facility based on the individual's inability to pay; whether payment for those services would be made under Medicare, Medicaid, or the Children's Health Insurance Program (CHIP).</li></ol> |
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5. Ensures that prospective clients are not denied admission to any single-sex facility or program consistent with their gender identity or expression because of their sex assigned at birth, anatomy, medical history, appearance, or the sex indicated on their identification or medical records.
6. Provides explicit advice to potential clients of their right to non-discriminatory treatment in admissions.
- All Staff
7. Completes initial and follow-up training on the requirements of Federal, State, and City anti-discrimination laws.
8. Addresses all clients and prospective clients by the individual's preferred name, pronoun and title (e.g., Ms./Mr./Mrs.), regardless of the individual's sex assigned at birth, anatomy, gender, medical history, appearance, or the sex indicated on the individual's identification or medical records.
9. Ensures that all clients and prospective clients are permitted to use the single-sex facility or program consistent with their gender identity or expression, regardless of the individual's sex assigned at birth, anatomy, gender, medical history, appearance or the sex indicated on the individual's identification or medical records.
10. Actively works to ensure that clients receive treatment in an environment that is free of harassment or discrimination.
11. Promptly reports any incidents of actual or perceived harassment or discrimination to a supervisor, Human Resources, or by contacting the Compliance Hotline by calling (347)-649-3146, or emailing [cjmcolon@promesa.org](mailto:cjmcolon@promesa.org).
- Supervisory Staff
12. All supervisory personnel who receive a complaint of actual or perceived harassment or discrimination must promptly report the complaint through the Compliance Hotline, either by calling (347)-649-3146, or emailing [cjmcolon@promesa.org](mailto:cjmcolon@promesa.org).