

# CAPITOL CITY FAMILY AND EDUCATION SERVICE

POLICY AND PROCEDURES

Policy Number: 1017

Page 1 of 1

Approval Date \_\_\_\_\_

Revised Date: \_\_\_\_\_

TITLE:

## NON-DISCRIMINATORY PRACTICES

Approved by

Executive Committee: \_\_\_\_\_

### POLICY:

Capitol City Family and Education Service shall support the need for each client to have health care (treatment) without discrimination. CCFES will protect fundamental human, civil and constitutional rights of each client.

### PURPOSE:

The rights of each client must be safeguarded throughout treatment. Capitol City Family and Education Service staff members are expected to carry out their duties in a manner that reflects the equal worth and dignity of each client with non-discriminatory practices.

### PROCEDURE:

1. It is the policy of the CCFES to serve all individuals who are eligible for services without regard to any non-merit factor. The client shall have the right to be provided access to treatment services regardless of any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), veterans status, age, status as a parent, or genetic information..
2. Clients who do not meet CCFES admission criteria will be denied admission and given a referral to an appropriate treatment facility/modality. Necessary procedures will be expedited until the referral process is completed, i.e. telephone contact, transportation arrangements, if necessary.
3. A log will be kept on ineligible clients with reason for ineligibility.