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### **Non-discrimination Statement and Policy**

Least Of These, Inc. does not and shall not discriminate on the basis of race, color, sex, pregnancy, religion (creed), gender, gender expression, age, natural origin (ancestry), disability, marital status, sexual orientation, genetic information or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Least Of These, Inc. also prohibits all forms of harassment or retaliation on these bases and is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Least Of These, Inc. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination, harassment or retaliation in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, sex, pregnancy, religion (creed), gender, gender expression, age, natural origin (ancestry), disability, marital status, sexual orientation, genetic information or military status.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, sex, pregnancy, religion (creed), gender, gender expression, age, natural origin (ancestry), disability, marital status, sexual orientation, genetic information or military status or engaging in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Least Of These, Inc. is an equal opportunity provider.

### **Board of Directors**

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