SYNC RECOVERY COMMUNITY
SyncRecovery.org

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Synchronicity Recovery Foundation, LTD
Non-Discrimination and Equal Opportunity Policy

1. Policy Statement

- Synchronicity Recovery Foundation, LTD, ("Sync") is an equal opportunity employer and maintains a zero-tolerance policy against discrimination and harassment. Neither Sync, nor its subgrantees, contractors, and subcontractors will discriminate in employment, recruitment, hiring, compensation, promotion, or service delivery against any individual by reason of:
- Race and Color (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists under the Pennsylvania CROWN Act)
- Religious Creed (including all aspects of religious observance, practice, belief, and head coverings)
- Sex and Gender (including pregnancy, childbirth, breastfeeding status, sex assigned at birth, differences in sex development, and affectional or sexual orientation)
- Gender Identity or Expression
- Ancestry and National Origin (including Limited English Proficiency)
- Age (specifically protecting individuals 40 years of age and older)
- Disability or Handicap (including physical or mental impairments, or the use, handling, or training of a guide or support animal)
- Veteran or Military Status

2. Scope and Compliance

- *Subgrants and Procurement:* Sync will include these specific nondiscrimination and sexual harassment provisions in all subgrant agreements, contracts, and subcontracts funded through state grants.
- *Conspicuous Posting:* A copy of this policy—alongside any other applicable required PHRC fair practice notices—will be posted conspicuously in easily accessible, well-lighted areas customarily frequented by employees, volunteers, and participants at or near where services are performed.
- *Access to Records:* Upon request, Sync will furnish all necessary employment documents and records to the granting agency or the Pennsylvania Bureau of Inclusion and Supplier Development to demonstrate compliance.

3. Reporting and Non-Retaliation

- *Reporting:* Anyone who witnesses or experiences discrimination or sexual harassment should immediately report it to the Executive Director at lwaits@syncrecovery.org, or (215) 892-3658.
- *Strict Non-Retaliation:* Sync strictly prohibits retaliation against any individual who files a complaint in good faith or participates in a discrimination investigation. Violations will result in swift disciplinary action.
- *Zero Tolerance:* Sexual harassment in any form will not be tolerated within this organization.
- *Disciplinary Action:* Any employee, volunteer, contractor, or subgrantee who engages in sexual harassment or unlawful discrimination will be subject to immediate disciplinary action, up to and including termination of employment, termination of contracts, or removal from the organization.
- *Policy Notification:* All staff members and volunteers shall be informed of this policy in writing upon onboarding.

Sync Recovery Community facilitates fun and inspiring events that connect people affected by substance use disorder. We offer action based peer support incorporating social connection, spiritual principles, health and wellness activities, and service opportunities. These are evidence-based modalities encouraged to maintain long term sobriety.

Sync Recovery Community's events and programs are administered by Synchronicity Recovery Foundation, Ltd. The foundation is a 501(c)(3) public charity as described in the US Internal Revenue Code. Synchronicity Recovery Foundation, Ltd is not a treatment provider or government agency, and does not provide clinical services.