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## NON-DISCRIMINATION AND GRIEVANCE POLICIES

Adopted: April 21, 2022

### NON-DISCRIMINATION – Hiring and Employment

Donegal Presbyterian Church is an Equal Opportunity employer.

It is the policy of the Donegal Presbyterian Church not to discriminate against any employee or applicant for employment based on sex, gender, gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation

Accordingly, all recruiting, hiring, and promoting for all job classifications is made without regard to sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state, or local law, rule or regulation. Only valid requirements for promotional opportunities are imposed. The Donegal Presbyterian Church makes every effort to ensure that all personnel actions, such as compensation, benefits, recruitment, transfer, promotions, layoffs, rehires from layoffs, training, educational programs, and use of facilities, will be administered without regard to sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law.

Reasonable accommodations will be made to applicants and employees who need them for medical or religious reasons, as required by law.

Employees may report discrimination by following the grievance process outlined below. Employees will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination.

### NON-DISCRIMINATION – Church Membership and Governance

It is the policy of the Donegal Presbyterian Church not to discriminate against any person based on sex, gender, gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation

The Book of Order is a part of the constitution of the Presbyterian Church USA of which the Donegal Presbyterian Church is a member and is, therefore, the constitution of every Presbyterian

Church within The Presbyterian Church USA. The Book of Order is the governing document of the Donegal Presbyterian Church.

In the Book of Order, Foundational Statements or Policies are found at Section F. Section F-1.0403, Unity in Diversity. In this section, the Presbyterian Church USA, of which the Donegal Presbyterian Church is a part, provides: There is, therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership.

The Donegal Presbyterian Church governance, worship and membership is governed by the above statement of non-discrimination in all of the Church activities and the Church outreach to the wider community.

#### GRIEVANCE POLICY AND PROCESS

A grievance is considered anything that an employee of The Donegal Presbyterian Church considers unfair, discriminatory, unlawful, or otherwise is a substantial impediment to them as an employee. It must be a matter that is within the Donegal Presbyterian Church authority to resolve.

This process has been developed to ensure fair and equitable consideration of issues, provide for prompt, thorough and impartial investigation of complaints and provide for prompt and effective corrective and preventative action when necessary.

It is the understanding that if an employee chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the employee's action is taken under the EEOC, PA Human Relations Commission, or a local human rights agency.

The Donegal Presbyterian Church will protect the confidentiality of employees who report a grievance or participate in an investigation to the greatest possible extent. Additionally, employees who file internal complaints will be notified about the status of their complaint, the results of the investigation, and any corrective and preventative action taken.

When an employee believes a policy or procedure of The Donegal Presbyterian Church is not being fairly applied to them, the employee may request a conference with the Minister to discuss the problem within five (5) working days.

1. If the employee feels that the Minister has not initiated a resolution to the problem, the employee may request a meeting with the Session, being the governing body of the Donegal Presbyterian Church. This request must be submitted within three (3) days and contain the written statement of the grievance and the Minister's decision from above. The meeting shall be arranged, and a written decision rendered.
2. The Session's decision is final.