

Policy

Poverello Center, Inc. (TPC) is an equal opportunity employer committed to a workplace and service environment free from discrimination and harassment. This policy applies to all aspects of employment, volunteer engagement, and service delivery, including hiring, promotion, compensation, training, benefits, termination, client intake, and program participation. We prohibit discrimination based on any protected characteristic and will take prompt action to address complaints. This policy applies to all TPC operations, including facilities, pop-ups, and partnerships and contracts in Broward, Palm Beach, and Miami-Dade counties.

This policy complies with:

- Titles II, III, VI, and VII of the Civil Rights Act of 1964, as amended
- Americans with Disabilities Act of 1990 (ADA), as amended
- Age Discrimination in Employment Act of 1967, as amended
- Genetic Information Nondiscrimination Act of 2008
- Pregnant Workers Fairness Act of 2023
- Section 1557 of the Affordable Care Act
- Ryan White HIV/AIDS Program requirements (prohibiting discrimination in federally funded services)
- Florida Civil Rights Act of 1992 (Chapter 760, Florida Statutes)
- Broward County Human Rights Ordinance (Chapter 16½)
- Other federal, state, and local laws

TPC explicitly prohibits discrimination or harassment based on HIV status (symptomatic or asymptomatic), as well as perceived or associated HIV status.

Procedure

If you believe you have experienced or witnessed discrimination or harassment:

1. Report promptly to your supervisor, Human Resources, or the EEO Officer (Food Pantry Manager or designee).
2. Provide details: date, time, location, involved parties, witnesses, and supporting documentation (e.g., emails).
3. The EEO Officer will investigate confidentially, interviewing relevant parties and reviewing evidence.
4. If a violation is found, remedial actions may include discipline (up to termination), training, policy changes, or accommodations.

Reports can be verbal or written; anonymous submissions accepted. Investigations aim for completion within 30 days.

Enforcement

Violations result in disciplinary action, up to termination. Retaliation against reporters or participants in investigations is prohibited and will lead to discipline.

Reporting Options

- Internal: Supervisor, HR, or EEO Officer.
- External: EEOC (eeoc.gov), Florida Commission on Human Relations (fchr.myflorida.com), or HHS Office for Civil Rights (hhs.gov/ocr).
- Palm Beach (discover.pbcgov.org/equalopportunity), Broward (<https://www.broward.org/HumanRights/Pages/Default.aspx>) and Miami-Dade (miamidade.gov/humanrights).

Confidentiality

Complaints are handled with maximum confidentiality, sharing information only on a need-to-know basis for investigations or legal requirements.

Questions

Contact the EEO Officer for clarification.

Approvals

Manager's Signature: Thomas Pietrogallo **Date:** 12/14/2025
CEO Signature: Thomas S. Pietrogallo, MSW, LCSW, MBA **Date:** 12/14/2025 **BOD**
Approved Date: Pending **Date Established:** 11/11/2001 **Date Reviewed/Revised:**
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