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## **EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION**

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Phoenix House is firmly committed to a bias-free work environment and a policy of equal employment opportunity for all employees and applicants without regard to race, color, religion, national origin, age, sex, sexual orientation, creed, disability, marital status, veteran status, citizenship status, status as a disabled veteran, genetic information, or any other non-job-related protected characteristic or feature. This policy applies to all employment decisions including, but not limited to, recruitment, hiring, evaluation, training and apprenticeship, promotion, upgrading, downgrading, transfer, lay-off and termination, rate of pay, compensation, demotion, benefits, termination and all other terms and conditions of employment.

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### Reasonable Accommodations for Applying / Recruitment

Reasonable accommodations are adjustments made to remove workplace obstacles for qualified individuals with disabilities to apply for and perform their jobs.

Applicants who qualify under the Americans with Disabilities Act, as amended, may be eligible for a reasonable accommodation in Phoenix House's application and selection process. A request for an accommodation will not affect opportunities for employment within Phoenix House.

Arrangements can be made if you have a disability that requires an accommodation for completing an application form, interviewing or any part of the employment process. Requesting accommodations, in writing or verbally, can be initiated by a Phoenix House employee, qualified applicant, or by someone acting on that person's behalf. Either call 718-222-6630 or send an email to: [Recruitment@phoenixhouse.org](mailto:Recruitment@phoenixhouse.org)

Provide the name of the qualified applicant needing accommodation, a phone number, email address or other means of contact, and a brief description of the nature of the requested accommodation. A representative from the Phoenix House Human Resources Staff will be in contact to discuss the request.

A reasonable accommodation for a qualified applicant to participate in the application/recruitment process should be provided as soon as possible. If the request is not feasible (as it causes undue hardship on the organization) the applicant should be advised of this, and of alternative means to apply if possible.