**General Notice about Nondiscrimination and Accessibility**

Carlos G. Otis Health Care/DBA Grace Cottage complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Grace Cottage does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

Grace Cottage

• Provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, other formats)

• Provides free language services to people whose primary language is not English, such as qualified interpreters.

If you need these services, contact our Civil Rights Compliance Officer or call 800-532-7575.

If you believe that Grace Cottage has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with: Director of Human Resources 185 Grafton Road, Townshend, VT 05353; 802-365-3632 TTY: 711, Fax: 802-365-3688. Email clackney@gracecottage.org You can file a grievance in person or by mail, fax or email. If you need help filing a grievance, the Human Resources Director is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

(800) 368-1019, (800) 537-7697 (TTY)