

REGULATORY BRIEFS

Employment: It is our policy to provide equal opportunity to all people in all aspects of the employer-employee relationship without discrimination because of gender, race, color, religion, creed, national origin, ancestry, marital status, age, disability, veteran status or other legislated employment protections. There will, however, be a marked bias in favor of individuals with disabling conditions as required under regulations governing our public service contracts.



E-Verify: We participate in this federal program to confirm an individual's eligibility and work authorization. If confirmation cannot be made, instructions about contacting the Social Security Administration and/or the Department of Homeland Security will be provided. If anyone thinks we have violated our responsibilities or have discriminated against them during the verification process based on their national origin or citizenship status, they should call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).



Other: We adhere to all applicable statutes regarding employment. For example: (1) Pay practices provide for pay rates at or greater than the minimum wage level, overtime premium pay and child labor provisions. (2) Workers are granted leaves of absences as eligible under the Family & Medical Leave Act, Florida's Victims of Domestic Violence Act, military duty and other regulations.

Safety: Our objective is to provide a clean, healthy and safe place to learn and work. If, despite our efforts, an injury or illness occurs that is attributable to work, the person needs to promptly report it to their manager or the Facilities/Safety Administrator (321-632-8610, ext. 205 or 208). This will start the Workers' Compensation claim process and the person will be provided information about the process and their responsibilities.

Privacy: Each program client or participant's personal health information will only be collected, used or disclosed where it is permissible and/or relevant to our operations and providing services. And, with certain exceptions, the amount of information disclosed will be restricted to the minimum necessary to accomplish the intended/authorized purpose of the disclosure. Record maintenance will follow our established security protocols. If anyone has questions, a request or concern about our practices or feel a violation has occurred, they should contact us by mail (Brevard Achievement Center, Attention: COI; 1845 Cogswell Street, Rockledge, Florida 32955-3210) or by e-mail (privacy@bacbrevard.com).



Ethics: We administer a compliance program to help ensure full adherence to our legal and contract obligations and our high ethical standards. A part of this program includes a hotline (321-890-1825) for anyone to make an anonymous report of fraud and other financial crimes; employee corruption (such as, bribery, embezzlement); civil rights abuses; and/or misconduct (such as, violence, pornography, unauthorized use of e-systems and documents; unethical conduct and other suspicious activities. For government contract matters, reports may also be made to DHS Office of Inspector General, 245 Murray Drive SW, Building 410/Mail Stop 2600, Washington, D.C. 20528; by phone: 1-800-323-8603; or on their website: www.oig.dhs.gov.

If you want more information or have a question, concern or complaint, please let us know – by mail (Brevard Achievement Center, Attention: COI; 1845 Cogswell Street, Rockledge, Florida 32955-3210) or by e-mail (report@bacbrevard.com).