



MGI Non Discrimination Policy

Non Discrimination and Accessibility Notice (ACA §1557)

Marc Glassman, Inc. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Marc Glassman, Inc. does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Marc Glassman, Inc. :

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - 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
 - Information written in other languages

If you need these services, contact a Marc Glassman, Inc. Human Resources Representative.

If you believe that Marc Glassman, Inc. 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:

Marc Glassman, Inc.
Human Resources
5841 West 130th Street
Parma, OH 44130
Fax 216-265-7744
Email hrrx@marcs.com

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance a Marc Glassman, Inc. Human Resources Representative 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 1-800-368-1019, 800-537-7697 (TDD).

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.