



103 E. 3rd St. Unit E-524 Kalkaska, MI 49646-0524
231.620.7977 fax 231.715.3222

Anti-Discrimination and Anti-Harassment Policy

Life's Work Clinic, PLLC

Effective Date: May 15, 2019

Last Reviewed: April 1, 2025

Policy Statement

At **Life's Work Clinic, PLLC**, we are committed to fostering an environment that is inclusive, respectful, and free from discrimination and harassment. We believe that all individuals—clients, employees, contractors, and visitors—deserve to be treated with dignity and fairness regardless of their background, identity, or circumstances.

This policy reflects our core values as a therapeutic provider and aligns with ethical codes from professional boards (e.g., NASW, APA, ACA) and applicable federal, state, and local laws.

Scope

This policy applies to all individuals associated with this practice, including but not limited to:

- Clients and their family members
 - Therapists and clinicians
 - Administrative staff and interns
 - Independent contractors and consultants
 - Visitors and vendors
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Non-Discrimination Policy

Life's Work Clinic, PLLC, does not tolerate discrimination in any form. Discrimination based on the following characteristics is strictly prohibited:

- Race or ethnicity
- National origin or immigration status
- Sex, gender identity, or gender expression
- Sexual orientation
- Psychiatric status
- Age
- Religion or spiritual beliefs



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- Disability or medical condition
- Marital or family status
- Socioeconomic status
- Military or veteran status

This applies to all aspects of practice operations, including client services, hiring and employment practices, supervision, training, and public interactions.

Anti-Harassment Policy

Harassment, whether verbal, physical, written, or visual, is strictly prohibited. This includes but is not limited to:

- Unwelcome remarks, slurs, jokes, or gestures
- Sexual advances or suggestive comments
- Bullying, intimidation, or coercion
- Misuse of power or authority in therapeutic, supervisory, or workplace relationships
- Creating a hostile or offensive environment that interferes with therapeutic care or professional duties

Harassment may come from clients, staff, contractors, or any third party associated with the practice.

Client Interactions and Boundaries

We recognize the vulnerability inherent in the therapeutic relationship. Clients are entitled to a safe, accepting, and respectful space. Therapists and staff are trained to practice cultural humility, uphold clear boundaries, and seek supervision when issues of bias, power, or conflict arise.

Reporting and Response Procedures

Anyone who experiences or witnesses discrimination or harassment in connection with this practice is encouraged to report the behavior. Reports can be made to:

- The Practice Owner or Clinical Director
- An assigned HR or Ethics Officer (if applicable)



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- A licensing board or professional association (as a last resort or when internal resolution is inadequate)

All reports will be taken seriously, treated confidentially, and investigated promptly. Retaliation for making a report in good faith is strictly prohibited.

Corrective Action

Violations of this policy may result in:

- Warnings or training requirements
 - Termination of employment or contract
 - Referral to a licensing board or legal authority
 - Discontinuation of client services if a safe therapeutic environment cannot be maintained
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Ongoing Commitment

This practice regularly reviews its policies and procedures to ensure alignment with current laws and ethical guidelines. We also provide regular staff supervision and training on topics such as:

- Cultural responsiveness
 - Bias awareness
 - Trauma-informed care
 - Professional boundaries and ethics
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Contact Information

If you have questions or concerns about this policy, please contact:

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