

## What happens after you file a complaint?

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A staff person at the Township Office shall record the date and time of receiving the Complaint and shall within ten (10) days, forward a complete copy to the LGHRC Chairperson. Within thirty (30) days of its receipt of a Complaint, the Commission shall determine if it has jurisdiction to process the Complaint. If the Commission determines that it does not have such jurisdiction, the Commission shall dismiss the Complaint and notify the aggrieved party.

If the [LGHRC](#) has jurisdiction, the LGHRC will send a copy of the Complaint to the person(s) or entity charged with Unlawful Discriminatory Acts (the "Respondent"), and to the Pennsylvania Human Relations Commission; the Respondent shall file with the Township Manager a written Answer to the Complaint within thirty (30) days of service of the Complaint.

**Mediation:** The LGHRC shall provide Mediation and Meeting Facilitation at no charge to a Complainant and Respondent, who are willing to attempt to mediate a resolution of a Complaint. After the answer has been received, the LGHRC shall, within thirty (30) days, invite the Complainant and Respondent to voluntarily participate in the Mediation of their dispute. If the Mediation has successfully resolved the Complaint, the LGHRC shall promptly notify the Complainant and Respondent that the LGHRC has dismissed the Complaint. If the Mediation has not successfully resolved the Complaint, and if the Complaint alleges a violation which is also proscribed under the Pennsylvania Human Relations Act, the LGHRC shall notify the Complainant and Respondent that the Complaint has been referred to the Pennsylvania Human Relations Commission for further proceedings.

## Community Outreach Initiatives?

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The LGHRC also will facilitate community dialogues such as hosting a community dialogue to help generate ideas and foster relationships across the lines that divide one another. Through meaningful dialogue, we can work to break the barriers that divide and separate us. The nature of the dialogue process emphasizes listening to achieve deeper understanding and can motivate people to work toward change for the better.

**For more information about the Lower Gwynedd Human Relations Commission or to complete a complaint form visit <https://www.lowergwynedd.org/>**

### LGT Human Relations Commission

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1130 N. Bethlehem Pike  
P.O. Box 325  
Spring House, PA 19477

Phone: 215-646-5302  
Email: [contactus@lowergwynedd.org](mailto:contactus@lowergwynedd.org)

# Lower Gwynedd Township Human Relations Commission

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1130 N. Bethlehem Pike  
Spring House PA 19477  
[www.lowergwyneddtownship.org](http://www.lowergwyneddtownship.org)



## Mission Statement

In order to protect the rights of all community members, Lower Gwynedd Township has established the Lower Gwynedd Township Human Relations Commission ("LGHRC"). Chapter 284 of the township code, prohibits discrimination in housing, commercial property, employment, and public accommodations. Lower Gwynedd Township and the LGHRC recognize the inherent dignity and worth of all people. Therefore, the LGHRC strives to ensure, through education, mediation, and community outreach, that all community members enjoy equality and equal protections under the law.

## Overview

LGHRC is comprised of five volunteer Township residents appointed by the Board of Supervisors. LGHRC is non-partisan and provides all of its services free of charge. We are here to help you.

## Know Your Rights

Lower Gwynedd Township prohibits discrimination in housing, commercial property, employment, and public accommodations on the basis of any of the protected classes, actual or perceived, including race, color, national origin, immigration status, ancestry, religion, creed, age, sex, sexual orientation, gender identity, gender expression, veterans status, marital status, familial status, genetic information, handicap or disability, or use of an assistance animal.

Please note that most religious, denominational institutions, or any organization operated for charitable or educational purposes are exempt from complying with the discrimination requirements of the general code.

## Commercial Property and Housing

It is illegal to discriminate in real estate transactions based on actual or perceived membership in one of the protected classes. The General Code also prohibits discrimination in a number of related practices, including lending on discriminatory terms to home purchasers.

## Employment

Employers with one or more employees cannot discriminate on the basis of actual or perceived membership of a person in one of the protected classes in the terms, conditions, and privileges of employment. This includes hiring, promotions, referrals for work, termination of employment, and other employment-related action. In addition, employers have a duty to address job harassment of an employee because of that employee's membership in a protected class.

## Public Accommodations

It is illegal for places of public accommodation to deny anyone the full enjoyment of the establishment's goods, services, or facilities on the basis of actual or perceived membership in one of the protected classes. Places of public accommodation include, amongst others, stores and restaurants. Government agencies are also included. It does not include accommodations that are strictly private.

The LGHRC strives to ensure that all members of the community enjoy equality and equal protections under the law.

## What should you do?

1. Write it down—If you believe you are being discriminated against, keep a written record of what happened.
2. Tell the Person about the law—If you feel safe doing so, let the person who is treating you unfairly know that the law in Lower Gwynedd Township protects you.
3. File a Complaint with the LGHRC—It is illegal for anyone to retaliate against you for filing a Complaint/ Complaint forms and procedures may be found online at the Lower Gwynedd Township website or at the township building.

