

Example of Policy Statements for Single-Owner Vendors

Below is an example of a statement of policies covering non-discrimination, appeals, accessibility, health, safety, and emergencies. SSB requires all vendors have such policy statements in writing.

This is an example only. All vendors should make sure that all policy statements meet legal requirements for their jurisdictions.

Appeals

All customers and clients of ___ have the right to appeal decisions or actions of _____. When _____ is contracting with State Services for the Blind of Minnesota, appeals can be heard through the SSB appeals process.

Non-Discrimination

In its programs and services, _____ does not discriminate on the basis of race, color, creed, marital status, status with regard to public assistance, disability, genetic information, sexual orientation, age, religion, national origin, sex, or membership in a local human rights commission.¹

Accessibility

_____ will make every effort to meet the accessibility requirements of our customers and clients. These may include providing material in alternate formats such as Braille and large print, ASL interpretation, and meeting in an accessible space.

Health, Safety and Emergencies

_____ puts the health and safety of our clients and customers first. When working onsite at State Services for the Blind of Minnesota we follow all posted rules and regulations regarding public safety, and when working at another location, such as a private residence, we follow health and safety guidelines of the state of Minnesota and those of the particular jurisdiction of the work site. _____ collects emergency contact information from each customer or client.

¹ The categories listed here are those which are included in the non-discrimination policy of the Minnesota Department of Employment and Economic Development