

DEPARTMENT: Human Resources	POLICY DESCRIPTION: Equal Employment Opportunity
PAGE: 1 of 2	REPLACES POLICY DATED:
EFFECTIVE DATE: June 1, 2015	REFERENCE NUMBER: HR.ER.013 (formerly HR.OP.014)
DIVISION/LOB/ENTERPRISE: Enterprise-Wide	

SCOPE: All Company-affiliated subsidiaries including, but not limited to hospitals, ambulatory surgery centers, outpatient imaging centers, physician practices, Parallon Workforce Management Solutions, Corporate Departments, Groups, and Divisions (collectively, “Affiliated Employers” and individually, “Affiliated Employer”).

PURPOSE: To ensure that all employees, and customers are treated in accordance with the mission and values of the organization and to ensure compliance with federal, state, and local regulations and statutes

DEFINITIONS:

RESPONSIBILITIES: Equal employment opportunities are provided to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, genetic information or protected veteran status in accordance with applicable federal laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training. Reasonable accommodations are made to the known physical and mental limitations of qualified individuals with disabilities.

Genetic information includes information about an individual’s genetic tests, genetic tests of a family member, and family medical history. Genetic information does not include information about the sex or age of an individual or the individual’s family members, or information that an individual currently has a disease or disorder. Genetic information also does not include tests for alcohol or drug use.

This policy expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, genetic information, protected veteran status, or status in any group protected by state or local law. Such harassment may include, but is not limited to offensive comments, jokes, or innuendoes in printed material, material distributed through electronic media, or items posted on walls or communication boards. Improper interference with the ability of employees to perform their expected job duties is not tolerated.

The interpretation of this or any Human Resource policy rests with the Human Resource Department which-o reserves the right to modify, change or discontinue the policy at any time.

REQUIREMENTS: Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their coworkers.

If employees experience any job-related harassment based on race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, genetic information, protected veteran status, or status in any group protected by state or local law, or believe that they have been treated in an unlawful, discriminatory manner, they should promptly report the incident to their supervisor, who will investigate the matter and take appropriate action, including reporting it to the Human Resources Department. If employees believe it would be inappropriate to discuss the matter with their supervisor, they may bypass

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their supervisor and report it directly to the Employee Relations Department, which will undertake an investigation or they may call the Ethics Line at 1-800-455-1996. The complaint will be kept confidential to the maximum extent possible.

If it is determined that an employee is guilty of job-related harassment of another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation is prohibited.

DISCLOSURE:

If there is any conflict between the information in this policy and a Collective Bargaining Agreement (CBA), the CBA prevails for covered employees.

REFERENCED POLICIES:

1. Title VII of the Civil Rights Act of 1964, as amended
2. Americans with Disabilities Act of 1992, as amended
3. Rehabilitation Act of 1973
4. Equal Pay Act
5. Age Discrimination in Employment Act
6. Genetic Information Non-Discrimination Act of 2008 (GINA)
7. Recruitment, HR.RS.002
8. Sexual Harassment, HR.ER.024
9. Substance Use in the Workplace , [CSG.MM.002](#)
10. Code of Conduct
11. Solicitation, HR.ER.026
12. Communication Boards, HR.ER.005

WORK INSTRUCTIONS:

1. Physically posting EEO materials in a visible location

PROCESS MAPS:

1. To be completed at a future date