

CRAIG HOSPITAL POLICY/PROCEDURE	
Approved: P&P 09/04, 11/10; DD, P&P 02/11, 03/14, 04/17	Effective Date: 04/96
Attachments: None	Revised Date: 03/02, 11/10, 02/11, 03/14, 04/17
Forms: None	Reviewed Date: 09/04, 6/07

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

RATIONALE: To ensure equal employment opportunities to all employees and applicants.

SCOPE: All Departments

DEFINITIONS: None

EQUIPMENT : None

POLICY & PROCEDURE:

- I. Craig Hospital provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender expression, ancestry, creed, national origin, age, genetics (results of genetic testing), disability or veteran/military status in accordance with applicable federal laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, promotion, termination, layoff, recall, transfers, leaves of absences, compensation and training opportunities.
- II. Employees seeking reasonable accommodation may submit their request through the Event Reporting system which is then submitted to the Human Resources Department. The Director of Human Resources will work with the Department Director and OHS and will respond to all accommodation requests within 5 business days.
- III. Craig Hospital prohibits any form of unlawful employee harassment based race, color, religion, sex, sexual orientation, gender expression, ancestry, creed, national origin, age, genetics (results of genetic testing), disability or veteran/military status. Improper interference with ability of Craig employees to perform their expected job duties will not be tolerated.

- IV. If any employee feels that he/she has been subject to unlawful discrimination or harassment, the employee is strongly encouraged to file a grievance immediately. Grievances should be filed with the Director of Human Resources or the employee's direct supervisor immediately. Employees may also file the grievance online through the Event reporting system.. The Director of Human Resources is also available to discuss any concerns the employee may have as well as providing information about the equal employment opportunity policy and the grievance process. .
- V. Craig Hospital takes allegations of discrimination and/or harassment seriously. The Human Resources department will respond to these complaints within three (3) business days and, where necessary, will respond quickly to eliminate the conduct and impose any necessary actions, including suspension of the offender until further investigation can take place.
- VI. The Human Resources department will investigate the allegation in a fair and thorough manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include private interviews with the employee filing the complaint, the person alleged to have committed the discrimination/harassment and relevant witnesses. When the investigation is complete, the Human Resources Director will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, the results of the investigation. If the Human Resources Department is unable to conduct the investigation due to involvement, the CEO will designate an appropriate investigator to conduct the investigation.
- VII. If it is determined that inappropriate conduct has been committed by one of our employees, we will take appropriate action which may include but is not limited to counseling, transferring the offending employee and/or disciplinary action up to and including termination.
- VIII. Craig Hospital prohibits any form of retaliation against any employee for filing a formal or informal complaint in good faith under this policy or for assisting in a complaint investigation.
- IX. Complaints made under false pretenses may result in disciplinary action up to and including termination.