

**Silverton Hospital Network
GENERAL MANUAL**

TITLE: EQUAL EMPLOYMENT OPPORTUNITY

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Policy No: GEN-HR-541**

Date Issued: December 1990

Source/Reference: Human Resources Policy 2.00: Equal Employment Opportunity

Date Reviewed: March 2004

Date Revised: March 2004

Departments Affected: All

Author: Administration

PURPOSE: The purpose of this policy is to reaffirm our ongoing commitment to the practice of Equal Employment Opportunity (EEO) in all matters involving employment at Silverton Hospital.

POLICY STATEMENT: It is the policy of Silverton Hospital to develop and administer employment policies and practices that are based upon individual merit and that are without regard for race, color, sex, age, religion, national origin, lifestyle, disability, or veteran status as required by law. It is also the policy of Silverton Hospital to actively promote the full realization of Equal Employment Opportunity for all employees throughout the organization, including the assurance of a work environment that is free of illegal discrimination and/or harassment. **The harassment of any employees, discrimination against any employees or the creation of a hostile work environment for reasons of race, color, gender, sex, age, religion, national origin, disability, veteran status, or any other factors prohibited by law is absolutely forbidden.**

SCOPE: The terms of this policy apply to all Silverton Hospital employees, job applicants, physicians, allied health professionals, and individuals or organizations who perform services for Silverton Hospital on a contractual basis or who otherwise act on our behalf. The term "employee", when used in this policy, will include all individuals described in the sentence above. This policy also applies to all terms, conditions and privileges of employment and/or the granting of privileges including, but not limited to, recruiting, hiring, promotions, training discipline, discharge, layoffs, compensation, benefits and general work environment.

GUIDELINES:

Human Resources Manager is EEO Coordinator: The EEO Coordinator is the Manager of Human Resources, or his/her designee, who has the accountability for ensuring compliance with all EEO legislation as well as the Americans with Disabilities Act (ADA). The Human Resources Manager is accountable to:

- Ensure that employment-related and/or staff-related personnel actions are administered according to the principles of EEO and are without regard to race, color, religion, sex, national origin, disability, veteran status or any other classification prohibited by law.

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- Direct the development and implementation of programs designed to ensure compliance with the Americans with Disabilities Act.
- Serve as the Silverton Hospital representative in its dealing with federal, state or local enforcement agencies as well as serving as a liaison with community groups concerned with the employment opportunities of minorities, women, veterans and the disabled.
- Investigate all allegations of illegal discrimination or harassment, prepare timely reports of such investigations for the Administrative Director, and facilitate resolution wherever possible.
- Conduct regular training meetings with managers and supervisors regarding the implementation of EEO and ADA programs as well as assisting them in taking action to prevent illegal discrimination or harassment.
- Prepare, review and sign EEO-1 Reports (Standard Form 100) and/or other related reporting requirements.

Human Resources Manager is Initial Contact: The **Human Resources Manager (or his/her designee) is the initial contact** for employee concerns or complaints that may be based upon possible violations of EEO principles. If an employee or job applicant feels that he or she has been the victim of illegal discrimination under our policies, and taking the matter to the employee's immediate Supervisor does not solve the problem or would be futile, the matter should immediately be brought to the attention of the Manager of Human Resources.

Managers/Supervisors: Each manager and/or supervisor is responsible for ensuring that all employment practices within his/her area(s) of responsibility are accomplished in full accordance with accepted EEO principles. **Compliance with EEO principals will be part of every manager's and/or supervisor's performance evaluation.**

Questions about the Silverton Hospital's EEO Program: Any requests for **information** about Silverton Hospital policies, programs and procedures that come from agencies or individuals outside of Silverton Hospital will be immediately **referred to the Manager of Human Resources.**

Retaliatory Action is Illegal: By law, **any form of retaliatory action**, directed against an employee or job applicant who makes a charge of an EEO violation or who assists in an EEO investigation **is illegal and strictly forbidden.** Employees should immediately report any such action that occurs to the Manager of Human Resources.

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Investigation of the Complaint: Upon notification of the alleged EEO violation, the Manager of Human Resources **will take immediate steps** to review the matter by:

- Obtaining information, which may include written statements, where possible, from all individual(s) involved including the complainant(s), witnesses, and the individual(s) accused of EEO violations. Written statements should include the times, dates, places and circumstances surrounding the allegations;
- Preparing a report of the investigation and submitting the report to the Administrative Director.

Corrective Action: The Manager of Human Resources, working with the Administrative Director or designee, will take immediate and appropriate corrective action based upon a review of the record as a whole, such as the nature of the event and the context in which the alleged incidents occurred.

- If an allegation of an EEO violation is proved to have been made falsely or maliciously, records will be kept of the allegation and disciplinary action may be taken.

Allegations Involving Medical Staff: Allegation of discrimination that involve members of the Silverton Hospital Medical Staff (as either a complainant or as an offender) will be reported to the Manager of Human Resources or the Director of Patient Care who will work with the Administrative Director and the Medical Executive Committee to resolve the issue in accordance with the terms of this policy and the Medical Staff Bylaws.

Confidentiality: All investigations and hearings surrounding EEO investigations will be conducted in a manner that **protects the privacy of the accused as well as the complainant as fully as possible under the circumstances.** Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications resulting from the receipt and investigation of a complaint.

- Breaches of the necessary confidentiality requirements related to an EEO complaint or investigation will result in disciplinary action, including possible **termination, suspension from staff and loss of privileges.**

Approvals: Human Resources Manager 3/8/04, JCAHO Coordinator 3/25/04, Policy Review Team 4/2/04, Administrative Director 4/14/2004

Related Policies: