

Weisman Children's Rehabilitation Hospital (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: Equal Opportunity Employer

NO: AM 8.2

EFFECTIVE DATE: 12/2/97

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REVIEWED/REVISED: 4/1/03; 11/04; 05/05; 04/06; 04/07; 04/08; 3/09; 3/10; 4/11; 6/12; 1/13; 1/14; 1/18; 1/21; 1/24

Regulatory

PURPOSE:

To standardize, define, and communicate the policy and procedures for WCRH as an Equal Opportunity Employer.

POLICY:

It is the policy of WCRH: To provide Equal Employment Opportunity to all people in all aspects of employer/employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, marital status, age, sexual orientation, or disability; to select, develop, and promote employees based on the individual's ability, qualifications, experience, and job performance; to maintain a working environment free of all forms of discrimination, harassment, and intimidation. WCRH will comply with the letter and spirit of applicable local, state, and federal laws, statutes, regulations, and guidelines concerning Equal Employment Opportunity.

PROCEDURE:

1. WCRH policy supports our status of Equal Opportunity Employer and this will be explained to all employees during general orientation.
2. Applicable federal and state government posters will be permanently displayed in conspicuous locations where notices to employees and applicants for employment are customarily placed.
3. Recruitment sources authorized to refer applicants will be advised of the organization's commitment to being an Equal Opportunity Employer.
4. References in notices, advertisements, forms, and employment applications shall not indicate any preference, limitation, or discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, sexual orientation, or disability. All employment recruitment advertisements will include the phrase "An Equal Opportunity Employer" or "EOE/M/F/D/V".
5. It is the responsibility of an employee to bring to the attention of his/her manager or Human Resources any evidence of discrimination. The matter will be investigated promptly and the appropriate action taken. Any established incidents of discrimination by any employee may result in performance intervention up to and including dismissal.

6. WCRH will take appropriate action to ensure that the rights of individuals to file complaints, furnish Information, or participate in an investigation or public hearing, related to an Equal Opportunity Employer will be respected and that these individuals will not be subjected to Retaliation in any manner.

Administrator