



Policy: EEO/Affirmative Action

Policy Number: F-6

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Approved By: <i>Mary Cotandella</i> V.P Human Resources	7/22/2011	
Approved By: <i>Joseph Scott</i> President, LibertyHealth	7/22/2011 7/22/2011	
Effective Date: 12/1/2007, 07/22/2011	06/2011	12/2007, 01/2008, 06/2011
References: Also see Policy Recruitment and Selection Policy No. F-7, Policy No.: F-1 Anti-harassment		

POLICY

LibertyHealth is an Equal Opportunity Employer. All employees and job applicants shall be afforded equal treatment in all interactions, without discrimination, according to their individual qualifications, abilities, experience and other applicable standards of employment.

It is the policy of LibertyHealth to comply with all applicable federal, state, and local laws. To that end, LibertyHealth shall make decisions to employ persons whose qualifications are in accordance with anticipated job responsibilities without regard to race, creed, color, national origin, sex, age, disability, veteran status, sexual orientation, and marital or citizenship status. These decisions include but are not limited to; initial hire, promotions, transfers, lay-offs, discharges, and all other terms and conditions of employment.

It is the intention of LibertyHealth to include all protected groups as currently identified or as periodically revised under applicable laws.

Discrimination is a form of misconduct. Complaints of discrimination should be brought to the attention of the Vice President of Human Resources or his/her designee. A confidential investigation of the claim will be conducted and appropriate action taken.

RESPONSIBILITY

Employee:

Report policy violations to supervisor and or Vice President of Human resources immediately.

Department Manager/Director:

Forward complaints from employees regarding policy violations to Vice President of Human Resources immediately.

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Human Resources:

Develop and communicate policy guidelines regarding LibertyHealth's policy on Equal Employment Opportunity and Affirmative Action.

Comply with various statutory record-keeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations.

Inform Administration and Risk Management of the latest developments in the area of equal opportunity employment.

Refer any communications from an applicant for employment, an employee, a government agency or an attorney concerning any equal opportunity or affirmative action matter to Administration.

Counsel management on implementing corrective action for policy violations.

CONTROLS

The Vice President, Human Resources shall establish such controls as are necessary to ensure implementation of this policy.