



**HUMAN RESOURCES
POLICY & PROCEDURE MANUAL**

SECTION: EMPLOYMENT
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY
/ AFFIRMATIVE ACTION
POLICY NO: 0001
EFFECTIVE DATE: OCTOBER 01, 2013
SUPERSEDES: JULY 01, 2010
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REVIEW DATE: OCTOBER 01, 2015

POLICY:

The Hospital provides equal opportunity in accordance with all applicable Federal, State and local laws, to all employees and all qualified applicants for employment, without regard to race, color, religion, national origin, marital status, age, sex, disability, sexual orientation or veteran status, consistent with the Hospital's Equal Employment Opportunity Policy.

The Hospital recruits, hires, trains, transfers, promotes and terminates all employees, and administers all other personnel policies, without regard to race, color, religion, national origin, marital status, sexual orientation, veteran status, age, disability or sex (except where age, disability or sex is a *bona fide* occupational qualification).

Employees and applicants will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats or coercion, because an employee has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

PURPOSE:

The purpose of this policy is to assure equal opportunity for employment in accordance with applicable law, and to outline the goals of the Hospital's Affirmative Action Program.

POLICY APPLICABLE TO:

This policy is applicable to all Winthrop employees and qualified applicants as defined above.

PROCEDURE:

Any complaint of discrimination or harassment based upon race, color, religion, national origin, marital status, age, sex, disability, sexual orientation or veteran status should be referred to an employee's supervisor/manager, who informs an Employee Relations representative of the complaint. Employees may also bring their complaints directly to the Senior V. P. of Human Resources or any Employee Relations representative for investigation and appropriate action. The Hospital also utilizes a telephone hotline, (516) 663-4901, which all employees may use to report discrimination concerns directly to the Human Resources Department.

Any possible violation of this policy should be referred to the Senior V.P. of Human Resources, who will make or delegate such investigation and take such action as, in the Hospital's judgment, is appropriate under the circumstances.