

UNISON HEALTH

Policy Number: 401	Subject: Equal Employment Opportunity		Page 1 of 2
Relates to: Human Resources	Written By: Jamie Haack	Technical Review/Accountability: Jamie Haack	Authorized By: Jeff De Lay, President/CEO
Effective Date: September 27, 2016		Reviewed: Jan 2020 Revised Date: Jan 2020	<i>Jeffrey R De Lay</i>

APPLIES TO:

All Employees

PURPOSE:

To ensure fair employment practice.

POLICY:

Unison recruits, selects, promotes, evaluates, and retains employees or volunteers without regard to race, national origin, age, color, religion, sex, physical, mental, or developmental disability, HIV/AIDS related complex status, military status, sexual orientation, gender identification, genetic information, ethnicity or any other class protected by applicable local, federal or state law governing employment.

PROCEDURE:

1. All applicants are informed that Unison follows all rules and regulations governing fair employment practices, respects their right to privacy, and that all inquiries are treated in confidence.

- A. Unison is an Equal Opportunity Employer and will provide equal employment opportunity in all aspects of its operation.

Matters of employment shall include but are not limited to employment, assignment, upgrading merit, promotion, demotion, transfer, recruitment, recruitment advertising, layoff, termination, disciplinary action, rate of pay, and other forms of compensation and selection for training.

- B. Unison will comply with all relevant State, Federal and local employment laws.

- C. Unison will not discriminate against any employee or applicant because of a disability, in regard to any position for which the employee or applicant is otherwise qualified provided they can perform the essential functions of the position with or without accommodation.

Should an employee request an accommodation based upon a qualified disability, Unison may request that the employee make the request in writing using the designated form. Requests should be submitted to Human Resources. Medical information verifying the qualifying disability and the need for accommodation will be required. Upon receipt of the request and medical documentation, the Human Resources staff will contact the employee and begin an

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interactive process to determine whether a reasonable accommodation can be made. The agency may request an independent medical examination as part of this process. Reasonable

efforts will be made to accommodate the employee's request for accommodation following an interactive review of the request, provided that it does not present an undue hardship to the agency.

- D. Any form of discrimination or harassment should be brought to the attention of the Chief Human Resources Officer or President/Chief Executive Officer. All offenses will be promptly and thoroughly investigated. (See also Administrative Policy #439 – Harassment/Disruptive Behaviors)