

EQUAL OPPORTUNITY EMPLOYER HR.E10

Regulation(s): Federal Equal Employment Opportunity regulations [see <http://www.eeoc.gov>]
L-Tag(s): None

POLICY: As an Equal Opportunity Employer (EOE), the hospice employs, retains, promotes, terminates and treats all employees and job applicants on the basis of merit, qualifications and competence without regard to race, sex, religion, national origin, age, marital status, disability, sexual orientation or other non-job-related factors.

PROCEDURE:

1. The Administrator is responsible for formulating, implementing, coordinating, and monitoring all efforts related to equal opportunity. The duties include, among others:
 - a. assisting in collecting and analyzing employment data;
 - b. developing policy statements and recruitment techniques designed to comply with this equal opportunity policy;
 - c. complying with various statutory record keeping and notice requirements of employment-related statues and regulations;
 - d. assisting supervisory personnel in arriving at solutions to specific personnel problems;
 - e. serving as a liaison between Lifesong Hospice and Palliative Care and government agencies, minority and woman’s organizations and other community groups; and
 - f. keeping the Board informed of the latest equal opportunity developments.
2. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity matter is dealt with in a timely manner.
3. While overall authority for implementing this policy is assigned to the Administrator, employees at all levels are required to support this equal opportunity policy.
4. Any employee who feels s/he is a victim of discrimination has a responsibility to report the matter to his/her supervisor or the Administrator immediately. Any allegations of discrimination will be thoroughly investigated in a timely manner. Third party consultation may be involved to complete a non-biased investigation as deemed necessary by the administrator and hospice leadership.
5. Advertisements for employment opportunities include a statement of Lifesong Hospice and Palliative Care’s equal opportunity policy or EOE status.

Created:	Reviewed:	Revised:	Effective:
6/18	3/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: