

**Highland Hospital
Human Resources Policy Manual**

Policy Statements

Policy #106
Issued: 11/4/08

POLICY: This Policy reaffirms Highland Hospital's commitment to nondiscrimination, equal opportunity, and affirmative action in employment and equal access to and treatment in Hospital programs and activities in accordance with federal, state, and local laws and regulations.

I. GUIDELINES

A. Equal Employment Opportunity and Nondiscrimination:

Highland Hospital, as a health care institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Highland Hospital prohibits and will not engage in discrimination or harassment and is committed to equal opportunity for all persons regardless of disabled veteran status, Vietnam Era veteran or other eligible veteran status, age, ancestry, race, creed/religion, color, national origin, sexual orientation, military status, sex, disability, genetic information, predisposition or carrier status, marital status, or any other status protected by law. The Hospital will take affirmative steps to support and advance these values.

1. All employment recruitment, hiring, promotion, transfer and training decisions are made without regard to an individual's protected status. Such decisions will be based upon the individual's qualifications for the position, so as to further the principles of affirmative action and equal employment opportunity.
2. Compensation and benefits policies are established and administered without regard to an individual's protected status.
3. Position notices and advertising for positions will include a notation which conveys that Highland Hospital is an equal opportunity employer.

B. Affirmative Action:

Responsibility for the implementation and monitoring of this Policy and equal employment opportunity and affirmative action programs is delegated by The Chief Operating Officer to the Chief Human Resources Officer. The Chief Human Resources Officer is responsible for ensuring compliance with Affirmative Action requirements and for ensuring that Highland Hospital's policies conform with applicable laws concerning nondiscrimination, equal opportunity, and affirmative action, for facilitating the collection, maintenance, and analysis of all statistical data for required governmental reports, reviewing personnel decisions to ensure conformance with this policy, and implementing other measures, as needed, to ensure compliance with the commitments of the institution pursuant to this Policy.