

 POLICY & PROCEDURE	
TITLE: Equal Employment Opportunity	NUMBER: OH.POL.HR-701.015
ISSUE DATE: 4/1998	EFFECTIVE DATE: 11/2/2023
DEVELOPED / REVISED BY: Human Resources	
REVIEWED BY: Human Resources Executive Team Office of the General Counsel	DATE REVIEWED: 11/2/2023 10/16/2023
APPROVED BY: Sr. Vice President of Human Resources, Office of the General Counsel	

SCOPE

This policy is in effect for all OhioHealth entities.

PURPOSE

OhioHealth embraces diversity and is committed to equal employment opportunity and prevention of discrimination. OhioHealth is an equal opportunity employer and fully supports and maintains compliance with all state, federal, and local regulations. OhioHealth does not discriminate against associates or applicants because of ethnicity, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression, age, ancestry, national origin, veteran status, military status, pregnancy, disability, marital status, familial status or other factors that cannot lawfully be used as a basis for an employment decision. Equal employment opportunity is extended to all persons in all aspects of the associate-employer relationship including recruitment, hiring, training, promotion, transfer, compensation, discipline, reduction in staff, termination, assignment of benefits, and any other term or condition of employment.

PROCEDURE

- I. **Hiring Decisions:** Employment decisions are based on the individual's experience, work history, education, licensure, skills, training, references, and overall suitability for the job.
- II. **Responsibility:** Every person working within OhioHealth in any capacity is responsible for the support of and compliance with state, federal and local regulations pertaining to equal employment opportunity.
- III. **Reporting of Complaints:** Any associate who believes that they have been the subject of unlawful employment discrimination should report the act immediately to their department manager, the department's HR Business Partner, HR Resource Center, or to OhioHealth's Ethics and Compliance Line at 866-411-6181. If a complaint involves the department manager, or if the reporting associate finds it otherwise inappropriate or undesirable to report a complaint to the department manager, the associate should report the complaint to the department's HR Business Partner, HR Resource Center or to OhioHealth's Ethics and Compliance Line.

All reports of discrimination must be referred to the Human Resources Advice and Counsel Center (ACC) for prompt review and investigation. The report will be kept confidential to the extent possible, consistent with action necessary to conduct a thorough investigation and any remedial action that is required. Refusal to cooperate in good faith with any investigation may result in corrective action up to and including termination.

- IV. **Non-Retaliation:** Any reported incidents of unlawful discrimination will be investigated. There will be no retaliation against any associate for reporting unlawful discrimination or assisting in an investigation. If an associate believes they have been retaliated against for reporting unlawful discrimination or assisting in an investigation, the associate should report the act immediately to their department manager, the department's HR Business Partner, HR Resource Center, or to OhioHealth's Ethics and Compliance Line, as appropriate. Any individual who engages in or condones any form of retaliation will be subject to discipline up to and including termination.
- V. **Responsibility of Human Resources:** The Senior Vice President of Human Resources is responsible for ensuring OhioHealth's compliance with regulations regarding nondiscrimination and equal employment opportunity.

REFERENCES:

1. OH.POL.HR-701.018 Employment Process Policy
2. OH.POL.A-410.032 Non-Retaliation Policy