

Title: Equal Employment Opportunity

Policy Type: Corporate

Department: Human Resources

Policy Number: FH-HR.010

Origin Date: 06/01/2010

Date Revised: 6/11/2013



Supersedes:

CMH – Equal Employment Opportunity, 83000 – 035

FH – Equal Employment Opportunity Policy and Affirmative Action Commitment, CP4.0001

SJH – Equal Opportunity Employment, 3/07

WBC – Affirmative Action Equal Opportunity Employment, 11/07

Entities Impacted:

CMH (X) FH (X) FMLH (X) SJH (X) FMCWCP (X) Others:

Purpose:

The purpose of this policy is to provide guidelines for the equitable and nondiscriminatory recruitment, hiring, and administration of Human Resource policies and procedures.

Definitions:

A. EEO – Equal Employment Opportunity

B. FH – Froedtert Health and its affiliates includes all entities within the health system.

C. Bona fide occupational qualifications (BFOQ) – any situation in which religion, sex or national origin is reasonably necessary to carry out a particular job function in the normal operations of an organization.

Policy:

A. FH is committed to its affirmative action policies and practices in employment programs to achieve a balanced work force.

B. FH will provide equal opportunity to all individuals, regardless of their race, creed, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, gender Identity, marital status or any other characteristics protected by state or federal law.

Procedure:

A. All recruitment, hiring, training, education, promotion, demotion, transfer, reduction in force, corrective action, performance appraisal, compensation and other employment related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, gender identity, marital status or any other characteristic protected by state or federal law.

B. The only exceptions to these guidelines being:

a) bona fide occupational qualifications (BFOQ).

b) instances where reasonable accommodations cannot be made.

C. The Senior Vice President/Chief Human Resources Officer has overall responsibility for assuring compliance with this Policy. This includes a commitment to review employment policies, practices and procedures periodically and to apply every good faith effort to rectify any identified problem areas and take appropriate action on any investigation findings. Any questions should be directed to the Operational Vice President or Administrator of the department, the site Human Resources leader, Corporate Compliance or the Senior Vice President/Chief Human Resources Officer.

D. Staff members and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have exercised any right protected by law. All staff members are responsible for supporting the concept of EEO and assisting in meetings its objectives and affirmative action goals.

E. During the life of any contract with the State of Wisconsin, FH will comply with Wis. Stats. section 16.765, state regulations, and federal laws relating to equal employment opportunities and affirmative action.

F. Internal Process – FH utilizes internal means of communication and training which may include; intranet posting of policy, orientation, in-service education and training, publications and bulletin boards.

External Process – F&CH utilizes external means of communication and advertising (including the phrase “EEO”) which may include; publications, newspapers, other media, employment applications and postings.

Related Policies: N/A

Distribution: Froedtert Health Corporate Policy & Procedure Manual – Human Resources Section

Authorization: Signatures on File

_____ Date: 7/9/13
Gloria Keshenberg, Director, Human Resources

_____ Date: 7/10/13
Keith Allen, Vice President, CHRO

_____ Date: 7/11/13
Dennis Pollard, Sr. Vice President, COO