

POLICY NO.: BHSF-HR 5050

✓ Administrative

Departmental

SUBMITTED BY:

Adriene McCoy

ノ Title: Corey Heller

Corporate Vice President and

Chief Human Resources

Officer

Title:

Assistant Vice President,

**Human Resources** 

Responsible Department

APPROVED BY:

Human Resources

**Creation Date:** 

04/15/02

Review Date: Revision Date: 08/05/08

11/01/08, 02/09/10, 08/02/10

Post Date:

08/18/10

### **POLICY TITLE:**

**Equal Employment Opportunity** 

#### SUMMARY & PURPOSE:

To state our commitment to provide equal employment opportunities to all applicants and employees of Baptist Health South Florida (BHSF).

#### POLICY:

BHSF is an Equal Employment Opportunity employer. BHSF prohibits any form of unlawful harassment or discrimination against applicants for employment or employees on the basis of race, color, religion, ancestry, sex, pregnancy, national origin, age, marital status, familial status, military/veteran status, disability status, genetic information with respect to the applicant or employee, sexual orientation, or any other classification/characteristic protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, corrective action, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

# SCOPE/APPLICABILITY:

Applies to all Baptist Health South Florida applicants and employees.

### PROCEDURES TO ENSURE COMPLIANCE:

<u>All employees</u> collectively share the responsibility for understanding the importance of this policy and assuring it is conscientiously reflected in their day to day activities and relationships.

Any employee who believes that he or she has been subject to any type of harassment or discrimination should bring it to the attention of his/her leader, any other Baptist Health leader, or Human Resources or he/she may also call the Compliance Hotline. Human Resources will

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**POLICY NO.: BHSF-HR 5050** 

promptly investigate all reports of harassment, discrimination or bullying. Baptist Health prohibits retaliation against any applicant or employee who either reports or opposes harassment or discrimination, or who participates in an investigation of harassment or discrimination.

### SUPPORTING/REFERENCE DOCUMENTATION:

N/A

# **RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**

- BHSF Administrative HR Policy 5075 Employee Dignity and Respect (Harassment)
- BHSF Administrative HR Policy 5100 Workplace Violence
- BHSF Administrative HR Policy 5250 Employee Conduct
- BHSF Administrative IT Policy 104 Use of Computer E-Mail, Instant Messaging and Voicemail

# **ENFORCEMENT & SANCTIONS:**

Violation of this policy may lead to disciplinary action, up to and including termination of employment.