HAWAII HEALTH SYSTEMS C O R P O R A T I O N *"Touching Lives Everyday"* **Policies and Procedures**	**Department:** Human Resources	**Policy No.:** **HR 0001** **Revision No.:**
	Issued by: VP & Director of Human Resources	**Effective Date:** January 12, 2000
Subject: ***Equal Employment Opportunity***	**Approved by:** HHSC Board of Directors By: Carolyn Nii Its: Secretary/Treasurer	**Supersedes Policy:** **Page:** 1 of 2

Policy: HHSC is committed to equal employment opportunity for its employees and applicants for employment.

Purpose and Authority: The purpose of this section is to establish a policy which prohibits unlawful discrimination in recruitment, appointment, training, promotion, retention, discipline, or other aspects of personnel management.

The policy applies to all employees of the Hawaii Health Systems Corporation and its subsidiaries, including officers, managers, supervisors, non-supervisory employees and applicants for employment.

The policy and procedures are based upon Title VII, Civil Rights Act of 1964, as amended, and the Hawaii Employment Practices Law, Chapter 378 of the Hawaii Revised Statutes.

General Description: The Vice President/Chief Human Resources Officer (CHRO) is responsible for administering the HHSC's Equal Employment Opportunity (EEO) policy in compliance with federal and state labor laws. Each officer, manager, and supervisor will be knowledgeable of the HHSC's Equal Employment Opportunity policy to ensure that it is followed.

A. <u>Equal Employment Opportunity</u>

It is and shall be the continuing policy of the Hawaii Health Systems Corporation (HHSC) to provide equal opportunity in employment for all qualified persons without regard to race, color, religion, sex, age, ancestry, national origin, citizenship, marital status, veteran status, disability, sexual orientation, or arrest and court record or any other group protected by law.

1. The policy with regard to equal employment opportunity requires employment, promotions, and all personnel actions to be based solely on individual merit and personal capabilities that are free from discrimination. All employees are required to fully comply with this policy.

2. It is an unlawful discriminatory practice for HHSC to refuse to hire or employ, or to bar or discharge from employment, or to otherwise to discriminate against any individual in compensation or in the terms, conditions, or privileges of employment because of race, color, religion, sex, ancestry, national origin, age, marital status, veteran/military status, disability, citizenship, sexual orientation, or arrest and court record.

3. Each applicant and employee is considered on individual merit without discrimination based on race, color, religion, sex, ancestry, national origin, age, marital status, veteran/military status, disability, citizenship, sexual orientation, or arrest and court record.

4. HHSC shall in all solicitations or advertisements for employees, state that it is an equal opportunity employer.

5. In keeping with HHSC's policy embodied in this Equal Employment Opportunity policy, all management personnel will share in this responsibility. Executive Management personnel will be evaluated on the performance of this responsibility along with other organizational goals and measurements.

Copies of our Equal Employment Opportunity policy are posted in each facility and may be obtained from the Corporate Human Resources office or Regional/Facility Human Resources offices. Contact the Corporate Human Resources Office or Regional Human Resources offices on any questions you may have about the Equal Employment Opportunity policy.