



Policy/Procedure Functional Area: Human Resources

Policy/Procedure Title: Equal Employment Opportunity/Affirmative Action Policy

Effective/Revised Date: January 15, 2018

POLICY:

Equal Opportunity Employer

Mercy is an equal opportunity employer and maintains a continuing policy of non-discrimination in employment. Mercy strictly prohibits and does not tolerate discrimination against co-workers, applicants, or any other covered persons because of race, color, religion, age, sex, sexual orientation, national origin, ancestry, disability, protected veteran status, genetic information, gender identity, or any other classification protected by applicable federal, state, or local law. This policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to: hiring; promotions; demotions or transfers; reductions in force; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Mercy complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, Mercy will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of his or her job, unless doing so would create an undue hardship. A co-worker who believes that he or she requires a reasonable accommodation because of a disability must notify Human Resources of the issue so Mercy can initiate an interactive dialogue with the co-worker to explore potential accommodations. All Mercy co-workers have the right to voluntarily update their disability status at any time. To do so, co-workers should contact the local Human Resources Department.

Mercy will also, where appropriate, provide reasonable accommodations for a co-worker's religious beliefs or practices. Co-workers who believe they need an accommodation because their sincere religious beliefs or practices conflict with an aspect of their employment must notify Human Resources of the conflict and the proposed accommodation. Mercy respects the religious beliefs and practices of all its co-workers and will attempt to provide accommodations to the extent they are reasonable and do not create an undue hardship.

Co-workers will not be subjected to discrimination, retaliation or harassment because they have requested an accommodation due to a disability or religious belief or practice.

Complaint Procedure

If a co-worker believes they have been discriminated against in any manner, they should notify Human Resources as soon as possible following the offending conduct. Additionally, any leader who observes discriminatory conduct must immediately report the conduct to Human Resources. All matters will be promptly investigated and corrective action will be taken, if appropriate.



No Retaliation

No one will be subject to, and Mercy prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. For more information on Mercy's policy prohibiting retaliation, please refer to Mercy's Non-Retaliation and Non-Retribution policy.

Administration of this Policy

The Human Resources Department is responsible for the administration of this policy and maintains affirmative action programs to support its equal employment opportunity efforts.

It is the responsibility of every co-worker to support Mercy's equal employment opportunity and affirmative action practices. If you have any questions regarding this policy or questions about discrimination, accommodations, or retaliation that are not addressed in this policy, please contact the Human Resources Department.

THIS IS AN INSTITUTIONAL POLICY AND MAY NOT BE REVISED, CHANGED OR AMENDED DEPARTMENTALLY. THIS EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY SUPERSEDES AND REPLACES ANY AND ALL PRIOR EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICIES AND INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS.

APPROVALS:

Legal review by: Nathan Harris (Labor and Employment Counsel)

Final Review and Approval by: Cynthia Bentzen Williams (Chief Administrative Officer & President, Mercy Health Foundation)

A handwritten signature in cursive script, reading "CWilliams", positioned above a horizontal line.