

CLAY COUNTY HOSPITAL

Flora, Illinois

Title: Equal Employment and Promotion Opportunity Policy
HR 845-01

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Policy: Equal Employment & Promotion Opportunity Policy	
Document Owner: Chelsea Musgrave	Date Created: 12/19/2016
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TITLE: Equal Employment and Promotion Opportunity Policy

POLICY: It is the policy of Clay County Hospital to provide equal employment and promotion opportunities for all applicants and employees with the organization on the basis of their qualifications, skills and abilities for the job without regard to race, color, religion, age, disability, sex, sexual orientation, gender identity, national origin, citizenship, or veteran status.

In order to reaffirm this policy, CCH subscribes to the following principles:

- CCH recruits, hires, trains and promotes individuals without regard to race, color, religion, age, disability, sex, sexual orientation, gender identity, national origin, citizenship, or veteran status. We base our employment practices and policies on work related criteria such as actual job performance with CCH and with previous employers, education, experience, attainment and maintenance of applicable licensing requirements, the physical ability to do essential job duties with or without reasonable accommodations, attendance, punctuality, prior disciplinary record, and other objective criteria.
- All personnel actions including those relating to compensation, benefits, transfers, layoffs, organization-sponsored training and tuition assistance programs are to be administered without regard to race, color, religion, age, disability, sex, sexual orientation, gender identity, national origin, citizenship, or veteran status.
- All employees are encouraged to use the organization's facilities and to participate in programs sponsored by the organization.
- All employment advertising and recruiting activities, including contacts with employment sources, schools, colleges, and other training institutions shall be directed to all qualified applicants regardless of race, color, creed, religion, age, sexual orientation, gender identity, disability, sex, national origin, citizenship, or veteran status.

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- CCH reserves the right to require that applicants be at least 18 years of age to be hired for positions which involve substantial patient contact.

Any job applicant or employee may appeal immediately to the Human Resources Department for review and correction of any action which the applicant believes does not conform to these principles.

The Human Resources Department will post this or a similar statement on official CCH bulletin boards so that all employees will have knowledge of the organization's commitment to equal employment opportunities.

EFFECTIVE: October 29, 2000

REVISED: December 27, 1998
September 25, 2000
September 22, 2001
January 22, 2004
December 7, 2004
October 12, 2006
December 26, 2007
September 20, 2010
November 13, 2013
May 28, 2014
June 16, 2016
December 19, 2016