

DEPARTMENT: Human Resources	POLICY DESCRIPTION: Equal Employment Opportunity
PAGE: 1 of 2	REPLACES POLICY DATED: 4/1/98, 11/1/09, 11/1/12, 1/15/13, 6/1/14, 1/1/15, 5/1/15, 11/1/15, 4/1/16, 1/1/18
EFFECTIVE DATE: July 1, 2021	REFERENCE NUMBER: HR.ER.013.FWD.CA (formerly HR.OP.014 and HR.201)
APPROVED BY: Ethics and Compliance Policy Committee	
DIVISION/LOB/ENTERPRISE: California Affiliated Employers	

SCOPE: All Company-affiliated subsidiaries including, but not limited to hospitals, ambulatory surgery centers, home health agencies, hospice agencies, outpatient imaging centers, physician practices, HealthTrust Workforce Solutions, Corporate Organization Units (Departments), Groups, and Divisions (collectively, “Affiliated Employers” and individually, “Affiliated Employer”).

PURPOSE: To ensure that all colleagues, and customers are treated in accordance with the mission and values of the organization and to ensure compliance with federal, state, and local regulations and statutes.

RESPONSIBILITIES: Equal employment opportunities are provided to all colleagues and applicants for employment without regard to ancestry, race, color, religious creed, gender, national origin, age, physical or mental disability, sexual orientation, gender identity or expression, genetic information or military and veteran status in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment and all other protected characteristics, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training. Reasonable accommodations are made to the known physical and mental limitations of qualified individuals with disabilities as legally required. Under applicable law, coworkers and third parties as well as supervisors and managers with whom the colleague comes in contact are prohibited from engaging in conduct prohibited by the Act. Supervisors are required to report all complaints of misconduct to the Human Resources Department immediately.

Genetic information includes information about an individual’s genetic tests, genetic tests of a family member, and family medical history. Genetic information does not include information about the sex or age of an individual or the individual’s family members, or information that an individual currently has a disease or disorder. Genetic information also does not include tests for alcohol or drug use.

This policy expressly prohibits any form of unlawful colleague harassment or retaliation based on ancestry, race, color, religious creed, gender, national origin, age, physical or mental disability, sexual orientation, gender identity or expression, genetic information, protected military and veteran status, or status in any group protected by federal, state or local law. Such harassment may include, but is not limited to offensive comments, jokes, or innuendoes in printed material, material distributed through electronic media, or items posted on walls or communication boards. Improper interference with the ability of colleagues to perform their expected job duties is not tolerated.

The interpretation of this or any Human Resource policy rests with the Human Resource Department which reserves the right to modify, change or discontinue the policy at any time.

REQUIREMENTS: Each member of management is responsible for creating an atmosphere free of discrimination, harassment, retaliation and abusive conduct. Further, colleagues are responsible for respecting the rights of their coworkers.

DEPARTMENT: Human Resources	POLICY DESCRIPTION: Equal Employment Opportunity
PAGE: 2 of 2	REPLACES POLICY DATED: 4/1/98, 11/1/09, 11/1/12, 1/15/13, 6/1/14, 1/1/15, 5/1/15, 11/1/15, 4/1/16, 1/1/18
EFFECTIVE DATE: July 1, 2021	REFERENCE NUMBER: HR.ER.013.FWD.CA (formerly HR.OP.014 and HR.201)
APPROVED BY: Ethics and Compliance Policy Committee	
DIVISION/LOB/ENTERPRISE: California Affiliated Employers	

If colleagues experience any job-related harassment or discrimination based on ancestry, race, color, religious creed, gender, national origin, age, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military and veteran status, or status in any group protected by federal, state or local law, or believe that they have been treated in an unlawful, discriminatory manner, they should immediately report the incident to the Human Resources Department. If colleagues believe it would be inappropriate to discuss the matter with Human Resources, they may bypass Human Resources and report it directly to the Colleague Relations Department or they may call the Ethics Line at 1-800-455-1996 or at <https://hcahealthcareethicsline.ethix360.com>. All complaints will be subject to a fair, timely and thorough investigation that provides all parties appropriate due process. The complaint will be kept confidential to the maximum extent possible and a timely response will be provided.

If it is determined that an colleague has engaged in job-related discrimination, harassment or retaliation of another individual, appropriate disciplinary action will be taken against the offending colleague, up to and including termination of employment. Any form of retaliation against any colleague for filing a bona fide complaint under this policy or for assisting in a complaint investigation is strictly prohibited.

DISCLOSURE:

If there is any conflict between the information in this policy and a Collective Bargaining Agreement (CBA), the CBA prevails for covered colleagues.

REFERENCED POLICIES:

1. Title VII of the Civil Rights Act of 1964, as amended
2. Americans with Disabilities Act of 1992, as amended
3. Rehabilitation Act of 1973
4. Equal Pay Act
5. Age Discrimination in Employment Act
6. Genetic Information Non-Discrimination Act of 2008 (GINA)
7. Recruitment, HR.RS.002
8. Sexual Harassment, [HR.ER.024](#)
9. Substance Use in the Workplace, [HR.ER.060](#)
10. [Code of Conduct](#)
11. Solicitation, HR.ER.026
12. Communication Boards, HR.ER.005

WORK INSTRUCTIONS:

1. Physically posting EEO materials in a visible location.

PROCESS MAPS:

1. To be completed at a future date.