

Title: Equal Employment Opportunity		Policy Number: C-8370-205
Originating Department: Human Resources	Affected Department: All FirstHealth Entities	
Vice President Approval:	Original Date: 03-1993 Revised Date: 10-2009 Reviewed Date:	Chief Executive Officer Approval:

**POLICY:**

FirstHealth of the Carolinas will not permit discrimination in personnel actions or decisions on the basis of race, color, religion, sex, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable law.

**I. PURPOSE:**

To ensure that all personnel actions/decisions are based on valid position or business related criteria.

**II. PERSONNEL ACTIONS DEFINED:**

All personnel actions and decisions are covered under this policy, including but not limited to: recruitment, selection, employment, demotion, promotion, transfer, termination of employment, training, performance evaluation, rate of pay and administration of employee benefits.

**III. RESPONSIBILITY:**

- A. All Employees – Every employee is responsible for complying with this policy with respect to all employees and/or potential employees.
- B. Employee or Potential Employee – Any employee or potential employee, without fear of reprisal, who believes he or she has been the subject of discrimination prohibited by this policy should report the alleged act immediately to his or her supervisor, director or a Human Resources director, to allow FirstHealth to investigate and address any such conduct.
- C. Human Resources – Human Resources will ensure all phases of personnel administration are in compliance with this policy and with the intent of this policy.

**IV. DISCIPLINARY ACTION:**

If any employee violates this policy, he or she will be subject to disciplinary action, up to and including termination.

**V. PROHIBITION ON RETALIATION:**

This procedure for resolving complaints is available to all employees or potential employees without fear of retaliation. If any employee or potential employee believes retaliation has resulted from the reporting of a discrimination complaint, he or she should immediately report this to the Vice President of Human Resources or Director, Corporate Compliance.

VI. REASONABLE ACCOMMODATION:

FirstHealth commits to making reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. FirstHealth also commits to engaging in an interactive process with the person requesting the accommodation (or their representative), as needed, to determine an appropriate accommodation. Undue hardship will be determined by assessing whether the requested accommodation would cause significant difficulty or expense, as provided for by federal law.