

LEGACY HEALTH

ADMINISTRATIVE

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Page 1 of 2

SECTION: HUMAN RESOURCES
TITLE: NON-DISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION

PURPOSE

This policy describes Legacy's practices and commitment to diversity, affirmative action and equal employment opportunity. Our people are our greatest asset. We live in an increasingly diverse world and we want to engage our employees to build and sustain a culture that is welcoming, respectful and inclusive of all people. We serve a diverse group of patients, and therefore our workforce should reflect the communities we serve as much as possible.

It is the responsibility of every member of Legacy Health to strictly comply with the policy and any procedures. This includes notifying each employee of their rights and responsibilities under Legacy's discriminatory misconduct and harassment policy, as well as taking action when discrimination, harassment, or retaliation occurs. In addition to Legacy's policies, harassment and discrimination can also be a violation of local, state and federal laws, including the Civil Rights Act, Age Discrimination in Employment Act, American's with Disabilities Act, and Rehabilitation Act.

POLICY

Legacy Health creates a welcoming and inclusive environment for our employees, patients and visitors. We embrace our differences and similarities. Our patients receive the same level of care and access to services, without regard and irrespective of age, race, ethnicity, gender, gender identity, religion, sexual orientation, education, disability, socioeconomic background or any other attribute.

All employees of Legacy Health have a responsibility to treat patients, visitors, co-workers and others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

All decisions made by Legacy Health regarding access to medical services, educational opportunities, contracts and employment, including transfers, promotions, demotions, compensation, benefits, and training are made without regard to race, color, gender, gender identity, religion, national origin, marital status, age (except as the law allows), sexual orientation, disability, or veteran's status or any other basis covered by local, state or federal law.

Legacy's commitment to equal employment opportunity and affirmative action includes:

1. Applicants who are selected will meet the requirements of the job.
2. Individuals in leadership positions will provide equal opportunity and equal treatment to employees and applicants for employment based on job-related criteria, such as ability, experience and past performance.
3. Applicants and employees who believe they are disabled and wish to be included in Legacy's Affirmative Action Plan for tracking purposes are encouraged to identify themselves, on a voluntary basis, to Human Resources or Employee Health.
4. Efforts will be made to develop recruitment sources to obtain diverse applicants for employment opportunities.
5. Legacy Health will post notices according to state and federal regulations in areas that are accessible to applicants and employees.
6. Legacy Employment Services is responsible for annual Affirmative Action Plan reporting and tracking. Affirmative Action Plans will be updated annually.
7. Overall, responsibility for carrying out Legacy's equal employment opportunity policy and affirmative action program is assigned to the Senior Vice President of Human Resources.

Employees who believe they have been subjected to any kind of discriminatory misconduct that conflicts with Legacy's diversity policy and initiatives should seek assistance from their manager, another member of the management team, or an HR representative.

All complaints of discrimination and/or harassment will be investigated promptly by a member of the Human Resources staff. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Legacy's Non-Discrimination and Anti-Harassment policy (LH.500.504) details the process for filing a complaint, its investigation and resolution.

Employees who wish to view Legacy's Affirmative Action Plans may contact Legacy Employment Services.

Applicants who have questions or complaints should contact the HR Answer Center at 503-415-5100. Complaints will be dealt with equitably and promptly. Individuals who have questions or complaints will receive a fair and timely reply, without jeopardizing their employment opportunities.

Cross Referenced Policies: LH.500.504 Discriminatory Misconduct and Harassment

Approval: Human Resources Leadership
Executive Council

Originator: Human Resources Leadership