



Carolinan HealthCare System

Equal Employment Opportunity Policy & Policy Against Discrimination, Harassment, and Retaliation

Equal Employment Opportunity Policy – HRP&PM Policy #1.01

Carolinan HealthCare System is an equal opportunity employer and as such, all personnel decisions are, and will be, made without regard to race, color, age, religion, sex, national origin, veteran status, disability or handicap unrelated to job requirement, or on any other basis prohibited by law.

Any employee who believes there has been a denial of equal opportunity in the workplace has the responsibility, and is encouraged, to bring such matters immediately to the attention of the department or facility manager. If you are uncomfortable, for any reason, in bringing a complaint of this nature to that manager, contact your regional Human Resources Department or Corporate Employee Relations immediately (see phone numbers below).

Policy Against Discrimination, Harassment, and Retaliation - HRP&PM Policy #5.09

As an employee of Carolinas HealthCare System, you are expected to be familiar with the System's policy against discrimination, harassment and retaliation (Human Resources Policy and Procedure Manual, Policy 5.09) last revised 6/1/08. This notification is a reminder of that policy and your responsibilities as an employee to comply.

CHS strictly prohibits discriminatory practices, including harassment and discrimination on the basis of race, color, religion, sex, age, national origin, handicap, disability, military status, or on any other basis prohibited by law. Any harassment or discrimination whether verbal, physical or environmental, is unacceptable and will not be tolerated. Additionally, there will be no retaliation or adverse action taken against any employee for submitting a complaint, reporting harassment or participating in an investigation. Unlawful harassment in the workplace will not be tolerated. Any violation of this policy will result in disciplinary action up to, and including, discharge.

Prohibited conduct includes conditioning employment terms or benefits on the exchange of sexual favors, unwelcome physical or verbal behavior that is offensive in nature, or subjecting an employee to a hostile work environment because of the employee's sex, race or other protected status.

If you believe you have been harassed, or if you have observed or have knowledge of any harassment, you have a duty to immediately bring such matters to the attention of your Human Resources Center, Corporate Employee Relations, Corporate Compliance or the Vice President responsible for the area.

All employees are expected to cooperate in the investigation of any complaints of harassment. All complaints and reports are investigated and handled in a confidential manner. There will be no retaliation or adverse action taken against any employee for submitting a complaint, reporting harassment or participating in an investigation. Any action that discourages reporting of complaints is prohibited.

Carolinan HealthCare System has an open door policy. The internal mediation and grievance procedure can be found in the Human Resources Policy and Procedure Manual (Policy 5.03) on Synapse.

Human Resources Center Phone Numbers

Table with 2 columns: Location and Phone Number. Rows include Carolinas Medical Center HR, CMC-Mercy HR, CPN HR, CMC-University HR, CMC-Pineville HR, and CMC-NorthEast HR.

Please complete the acknowledgment section below and return to your supervisor within 5 workdays.

Acknowledgment (file in employee's departmental personnel file)

Employee Name (Print)

Employee Signature

Date