



Fort Hudson Health System, Inc.
& Affiliated Organizations
Administrative Policy

Title: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This document:

- Expresses Fort Hudson's commitment that all employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, use of facilities, and treatment of employees will be administered without regard to race, color, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or other protected class.
- States that applicants and employees have the right to file complaints alleging discrimination with the EEO Officer or office
- States that all management and supervisory personnel share in the responsibility.
- Provides the name and contact information for the EEO Officer.

Policy: Fort Hudson Health System and its Affiliates (hereinafter "Fort Hudson") has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity and sexual orientation), age, genetic information, disability, veteran status, or other protected class.

Applicable To: The Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and use of facilities. All applicants and employees have the right to file complaints alleging discrimination

Responsibility for EEO Policy:

1. The Chief Executive Officer maintains overall responsibility and accountability for Fort Hudson's compliance with its EEO Policy and Program.
2. The day-to-day management, including program preparation, monitoring, and complaint investigation, is the responsibility of the Director of Human Resources, who serves as Fort Hudson's EEO Officer. The EEO Officer acts with the authority of the CEO with all levels of management, labor unions, and employees.
3. All Fort Hudson executives, management, and supervisory personnel share in the responsibility for implementing and monitoring Fort Hudson's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Fort Hudson will evaluate its managers' and supervisors' performance on their successful implementation of Fort Hudson's policies and procedures, in the same way Fort Hudson assesses their performance regarding other agency's goals.

A. EEO POLICY DISSEMINATION

Internally

Fort Hudson communicates the existence of its EEO policy to employees, applicants and potential applicants by:

- Providing written communications from the CEO and/or EEO Officer
- Posting official EEO materials (e.g., Federal and state labor laws poster(s)) and the agency's policy statement in accessible locations, which may include bulletin boards, near time clocks, in employees' break rooms, and in the employment/personnel office
- Including the EEO policy statement in the employee handbooks
- Meeting with employees of protected classes and affinity groups to seek input on the program implementation, as determined necessary
- Conducting periodic EEO training for employees and for managers, as determined necessary
- Conducting EEO training for all new supervisors or managers within 30 days of their appointment, as it relates to their position and responsibilities
- Including the policy statement in employee orientation materials and requiring new employees to sign a form acknowledging they have read and understand the policy (which may be combined with other policy materials)

Externally

Fort Hudson communicates the existence of its EEO policy externally by:

- Including the EEO policy with outreach and/or advertising to recruitment sources, local media sources (newspapers, etc.), in agency's webpage or other electronic media (Facebook, etc.)
- Stating that the agency "is an equal employment opportunity employer" on all recruitment ads (e.g., newspapers, magazines, websites, and social media)

B. EEO COMPLAINT PROCEDURE

All employees and applicants have the right to file complaints alleging discrimination on the basis of race, color, creed, national origin, sex, age or disability. Procedures are in place for receiving, processing and handling such complaints.

All EEO complaints associated with the transportation of individuals on vehicles subject to requirements of FTA 5310 must be reported to New York State Department of Transportation, Section 5310 grant program.

Fort Hudson's procedure for handling EEO employment complaints is as follows:

1. Any employee or applicant who wishes to file a complaint may do so by completing the Employment Discrimination Complaint Form. This form may be located on the organization's web site and with the EEO Officer.

C. DESIGNATION OF EEO PERSONNEL RESPONSIBILITIES

- The appointed EEO Officer will have sensitivity to, and an awareness of, the varied ways discrimination occurs, total commitment to program goals and objectives, knowledge of civil rights laws, policies, rules, regulations, and guidelines, and sufficient authority and ability to work and communicate with others to achieve EEO goals and objectives.
- EEO Officer Responsibilities to include:
 - Developing (or updating) the EEO policy statement

- Reviewing the agency's nondiscrimination policy with all managers and supervisors as determined necessary to ensure that the policy is understood and is followed in all personnel activities
- In conjunction with the CEO, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, grievance procedures, and union agreements
- Serving as liaison between the agency, Federal, state, county, and local governments, regulatory agencies, minority, women, disability organizations, and other community groups
- Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials
- Investigating complaints of discrimination
- Providing EEO training for employees and managers
- Advising employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Auditing postings of the EEO policy statement to ensure compliance information is posted and up-to-date

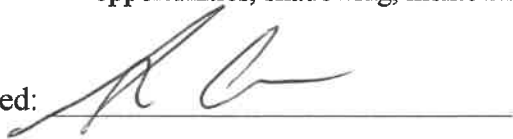
➤ Fort Hudson's EEO Responsibilities:

Although the EEO Officer is primarily responsible for implementing an agency's EEO policies and procedures, all officials, managers, and supervisors are responsible for carrying out EEO and do not discriminate based on a protected class.

EEO responsibilities for Fort Hudson administrative personnel, supervisors and managers include:

- Participating actively in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives
- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed
- Cooperating with the EEO Officer in review of information and investigation of complaints
- Encouraging employee participation to support the advancement of EEO (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring)

Approved: _____



Date: 1-7-15

Attachment to Policy

Employment Discrimination Complaint Form

EMPLOYMENT DISCRIMINATION COMPLAINT FORM



For Use by Fort Hudson EEO Office _____ vs. _____ Date Received: _____ Investigator Assigned: _____

Submit Completed Form To:
 Director of Human Resources
 Fort Hudson Health System
 518-747-2811 Ext. 264

Contact information*:

Last Name: _____ First: _____ M.I.: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone (____) _____

Office Telephone (____) _____

Title: _____ Unit/Dept.: _____

Supervisor/Manager's Name: _____

Name of person or department you believe discriminated against you: _____

What is the basis of the alleged discrimination? (Circle only those that apply to your complaint)

- | | | | |
|--------------------|----------------|--------------------------------|---------------------|
| Age | Marital Status | Ancestry | Genetic Information |
| Color | Race | Creed | Religion |
| Disability | Sex (gender) | Disability | National Origin |
| Sexual Orientation | Retaliation | Gender Identity and Expression | Pregnancy |

What issues are associated with your complaint?

- | | |
|------------------------------|--------------------------|
| Recruitment _____ | Sexual Harassment _____ |
| Failure to Hire _____ | Transfer _____ |
| Performance Evaluation _____ | Promotion _____ |
| Demotion _____ | Working Conditions _____ |
| Discharge _____ | Other _____ |

When did the alleged discrimination occur? Date: _____

Where did the alleged discrimination occur?

Location: _____

Describe what happened. (Please use extra pages if necessary.)

Were there any witnesses to the alleged discrimination? Yes ___ No ___

If yes, please provide witnesses names and contact numbers.

Have efforts been made to resolve this complaint? Yes ___ No ___ If yes, what is the status?

What corrective action do you believe would address your complaint?

Have you filed a previous complaint of alleged discrimination? Yes ___ No ___
If so, please describe the incident and when it occurred.

Have you filed a complaint regarding this matter with any other entity? Yes ___ No ___

If yes, with what agency or organization did you file? _____

AFFIRMATION

I affirm under the penalty of perjury that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Signature

Date