



## Equal Employment Opportunity

***Effective January 1, 2019. Subject to change.***

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**Purpose:**

This policy will serve to reiterate that the team members and leadership of Hackensack Meridian Health will work toward optimizing recruitment, employment, development and promotional opportunities for minorities, women and other protected groups.

**Scope:**

All team members of Hackensack Meridian Health.

**Policy:**

Hackensack Meridian Health is committed to the principles of equal employment opportunity and affirmative action. It conducts all hiring and employment practices strictly in accordance with applicable fair employment practices laws and regulations. Discrimination in employment on the basis of any classification protected under federal, state, or local law is a violation of our policy and is illegal. To the extent protected by applicable law, Hackensack Meridian Health does not discriminate in hiring or employment on the basis of:

- age
- ancestry
- color
- creed
- citizenship status
- ethnicity
- gender identity or expression
- genetic information
- marital status or domestic partnership status
- mental or physical disability (including HIV and AIDS)
- national origin
- pregnancy
- race
- religion
- sex
- affectional or sexual orientation
- veteran status
- atypical cellular or blood trait
- Or other categories defined by federal, state, or local law.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, upgrading, classification, placement, promotion, termination, reductions in force, recall, transfer, leaves of absence, and compensation.

HMH is committed to complying with the Americans with Disabilities Act (ADA), as amended, and applicable state and local laws providing for non-discrimination in the employment of qualified individuals with covered disabilities. Many individuals with disabilities can perform the essential functions of their jobs without any



reasonable accommodation. However, in some situations, an individual may need a reasonable accommodation in order to perform his or her job. It is HMM's policy to:

- Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and that employees with covered disabilities are treated in a non-discriminatory manner in all terms of employment.
- Keep all medical-related information confidential in accordance with the requirements of the ADA and applicable state or local laws, and retain such information in separate confidential files. If any employee feels that their confidentiality has been breached, we ask that the employee report this to Human Resources immediately. We take such concerns very seriously.
- Reasonably accommodate applicants and employees with covered disabilities, except where such an accommodation is unreasonable, would not otherwise eliminate a direct threat to the employee or others, or would otherwise create an undue hardship on HMM. Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by individuals with disabilities, acquisition or modification of equipment or devices, provision of qualified readers or interpreters, appropriate adjustment or modification of examinations, training materials or policies, part-time or modified work schedules, job restructuring (reassignment of non-essential job functions), unpaid leave, and reassignment to a vacant position. If you have a disability and believe you need a reasonable accommodation to perform the essential functions of your job, you should contact Human Resources to request an accommodation. HMM will engage in an interactive dialogue with you to identify possibilities for reasonable accommodation. HMM reserves the right to have the disability and/or accommodation verified by a doctor of its choosing.
- Notify individuals with covered disabilities that HMM provides reasonable accommodation to qualified individuals with disabilities.

#### **Statement Regarding Genetic Information Non-Discrimination Act**

In accordance with the Genetic Information Non-Discrimination Act of 2008 ("GINA"), HMM does not request or require from its employees genetic information of any individual or family member of the individual, except as may be specifically allowed by law. To comply with this law, HMM asks that employees refrain from providing any genetic information when responding to any request for medical information, except in limited circumstances where required or permitted by law, such as where family member medical information is requested to support a family leave request. "Genetic information," as defined by the GINA, includes an individual's family medical history, the results of an individual's or an individual's family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or an individual's family member receiving assistive reproductive services.

The policy statement on Equal Employment Opportunity will be included in the Hackensack Meridian Health policy and procedure manual, will be available to newly hired team members, and will be posted in areas visible to Hackensack Meridian Health team members and job applicants.

HMM expressly reserves the right, in its sole and absolute discretion, to change, modify or delete the provisions of this policy in whole or in part, at any time or for any reason without notice. The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of



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employment stated in any applicable collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement, team members should refer to the specific terms of the collective bargaining agreement, which will control.

Any questions regarding this policy and procedure may be referred to Human Resources.