

# EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

## Section: Human Resources

Effective: May 2007

Applies to: Staff in The Joint Commission Enterprise

### PURPOSE

To express the Joint Commission enterprise policy of equal opportunity in employment and to support the diversity of the workforce through affirmative measures.

### POLICY

The Joint Commission enterprise is committed to providing equal opportunity in employment to all qualified individuals regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, physical or mental disability, protected veteran status, age, marital status, familial status, membership or activity in a local human rights commission, status regarding public assistance, or other legally protected characteristic.

This policy also applies to benefits, compensation, training, promotion/transfer, and all other terms and conditions of employment.

Each individual is responsible for reporting any violation of this policy to the Human Resources Department. The creation or transmission of any data, e-mail or voice mail message that may be construed to violate the company's equal employment opportunity policy is strictly prohibited. Employees who discriminate against their co-workers may be subject to disciplinary action, up to and including termination of employment. Employees with suggestions about The Joint Commission's equal employment or affirmative action efforts should contact the Human Resources Department.

The enterprise Affirmative Action Plans are reviewed and, as appropriate, revised annually. They contain the following components:

1. EEO and Affirmative Action Statement of Policy
2. Religious and National Origin Discrimination Policy
3. Responsibility for Program Implementation
4. Organizational Profile
5. Job Group Analysis
6. Availability Analysis
7. Comparison of Incumbency v. Estimated Availability

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8. Placement Goals
9. Identification of Problem Areas
10. Development and Implementation of Action Oriented Programs
11. Internal Audit and Reporting System

Copies of the Affirmative Action Plans are available for review in the Department of Human Resources.

### PROCEDURES

#### Human Resources

1. Develops and maintains the Affirmative Action Plans annually.
2. Provides periodic management education to ensure that managers are familiar with the Equal Employment Opportunity/Affirmative Action Policy and Plan, and to provide/reinforce the skills necessary to carry out their responsibilities.

### APPROVALS

**Policy Approval** – This policy statement requires the approval of the President of The Joint Commission.

**Procedure Approval** – The initial procedure and any changes thereto require the approval of the EVP & Chief Human Resources Officer.

**EFFECTIVE:**

**May 2007**

**REVIEWED:**

**December 2010, December 2011, November 2012, December 2013, March 2015, March 2016, March 2017, September 2018, March 2020, December 2022, December 2024, January 2025**

**MODIFIED:**

**December 2010, December 2011, November 2012, December 2013, March 2015, March 2017, September 2018, March 2020, December 2022, December 2024, January 2025**