

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i></p> <p>PROCEDURE</p>	<p>Department:</p> <p>Human Resources</p>	<p>Procedure No.</p> <p>HR 0001B</p>
		<p>Supersedes Procedure No.</p>
<p>Subject:</p> <p>Equal Employment Opportunity (EEO)</p>	<p>Approved By:</p> <p><i>Linda Rosen</i></p> <p>By: Linda Rosen, M.D., M.P.H. Its: President & CEO</p>	<p>Approved Date:</p> <p>January 27, 2022</p>
		<p>Last Reviewed:</p> <p>October 22, 2021</p>

I. PURPOSE:

To establish procedures for the administration of Policy No. HR 0001A, “Equal Employment Opportunity (EEO).”

II. PROCEDURES:

- A. The Vice President & Chief Human Resources Officer (VP&CHRO) is responsible for administering the HHSC’s Equal Employment Opportunity (EEO) policy in compliance with federal and state labor and employment laws and organizational objectives. Each officer, manager, and supervisor shall be knowledgeable of the HHSC’s Equal Employment Opportunity policy to ensure that it is followed.
- B. All management personnel shall share in the responsibility for administering HHSC’s Equal Employment Opportunity policy, in compliance with federal and state labor and employment laws and organizational objectives. Accordingly, management shall make decisions regarding all aspects of employment without regard to race, color, religion, sex (including pregnancy and gender identity or expression), age, ancestry, national origin, citizenship, marital status, veteran/military status, disability (including individuals with a record of a disability or regarded as having a disability), sexual orientation, arrest and court record (except as provided by section 378-2.5, Hawaii Revised Statutes (HRS), domestic or sexual violence victim status (if the domestic or sexual violence victim provides notice to the victim’s employer of such status or the employer has actual knowledge of such status), genetic information, credit history or credit report (subject to applicable exceptions), reproductive health decision, or any other status protected by federal or state law, except as required or permitted by law.
- C. Executive Management personnel shall be evaluated on the performance of this responsibility along with other organizational goals and measurements.
- D. HHSC shall, in all solicitations or advertisements for employees, state that it is an equal opportunity employer.
- E. Copies of the Equal Employment Opportunity policy shall be posted in each HHSC facility and may be obtained from the Corporate Human Resources office or Regional/Facility Human Resources offices.

F. Reporting Process

1. Any employee or supervisor who believes he or she has witnessed or been subjected to Discrimination by a co-worker, supervisor or any other person in violation of this policy should promptly report the facts of the incident or incidents and the names of the individuals involved to any management representative.
2. Employees and supervisors may also contact their Facility/Regional Chief Human Resources Officer, Facility Administrator, or Regional Chief Executive Officer if they feel uncomfortable discussing the matter with the management representative.
3. Employees and supervisors may also contact the HHSC VP & CHRO or President & Chief Executive Officer if they feel uncomfortable discussing the matter within their facility or region.

G. Investigation Process

1. When a Discrimination complaint has been made, a prompt, impartial and thorough investigation shall be conducted. During the investigative process, alleged wrongdoers shall not have supervisory authority over the person(s) conducting the investigation and shall not have any direct or indirect control over the investigation. During the course of the investigation, measures shall be taken to ensure that further inappropriate conduct does not occur. In no instance shall the complainant be involuntarily transferred or otherwise burdened.
2. To the extent possible, any and all complaints of violations of this policy shall be investigated in a confidential manner. Any complaint of Discrimination and any information obtained in the investigation shall be disseminated only to those individuals who need to know the information in order to resolve the complaint. Records relating to complaints made under this policy shall be kept confidential on the same basis.

H. Corrective and Remedial Action

1. If it is determined that this policy has been violated, immediate corrective and remedial action shall be taken. Remedial measures shall not adversely affect the complainant. Remedial and corrective measures shall be designed to stop the prohibited conduct and to put the complainant in the position s/he would have been in had the conduct not occurred.
2. Discipline, up to and including discharge in accordance with the collective bargaining agreements (included employees) and HHSC Human Resources Rules and/or Policies and Procedures (excluded employees), will be imposed on any employee, supervisor, or manager found to have committed discrimination in violation of this EEO policy.

I. Reports of Retaliation

Reports of retaliation against an individual who has made a complaint of Discrimination, has provided information related to such complaints, is a witness to instances of Discrimination, or participated in an investigation of Discrimination, shall be made in accordance with the reporting procedures in Section II.F above.

III. ATTACHMENT(S):

None