
 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Quality Healthcare for All"</i></p> <p>PROCEDURE</p>	<p>Department: Human Resources</p>	<p>Procedure No.: HR 0001B</p>
	<p>Issued by: Paul Tsukiyama Director of Human Resources</p>	<p>Revision No.: 2</p> <p>Effective Date: November 21, 2013</p>
<p>Subject: Equal Employment Opportunity</p>	<p>Approved by:  By: Alice M. Hall Acting President & CEO</p>	<p>Supersedes Policy: January 12, 2000</p> <p>Page: 1 of 2</p>

Last reviewed: July 11, 2013; Next review: July 9, 2016

- I. **PURPOSE:** To establish procedures that define the authority and administration of Policy No. HR 0001A, "Equal Employment Opportunity (EEO)", in compliance with federal and state labor and employment laws.
- II. **PROCEDURE:**
 - A. The Director of Human Resources (DHR) is responsible for administering the HHSC's Equal Employment Opportunity (EEO) policy in compliance with federal and state labor and employment laws. Each officer, manager, and supervisor will be knowledgeable of the HHSC's Equal Employment Opportunity policy to ensure that it is followed.
 - B. HHSC shall in all solicitations or advertisements for employees, state that it is an equal opportunity employer.
 - C. All management personnel will share in the responsibility for administering HHSC's Equal Employment Opportunity policy, in compliance with federal and state labor and employment laws. Executive Management personnel will be evaluated on the performance of this responsibility along with other organizational goals and measurements.
 - D. Copies of the Equal Employment Opportunity policy are posted in each facility and may be obtained from the Corporate Human Resources office or Regional/Facility Human Resources offices.
 - E. Retaliation is Prohibited:

HHSC will not tolerate any form of retaliation against any employee who reports or was subjected to (or was the alleged victim of) discrimination prohibited by this EEO policy.

F. Investigation:

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 Director of Human Resources, Facility Administrator, or Regional Chief Executive Officer if they feel uncomfortable about discussing the matter with the management representative.
3. Employees and supervisors may also contact the HHSC /Director of Human Resources or President/Chief Executive Officer if they feel uncomfortable about discussing the matter within their facility or region.
4. When a discrimination complaint has been made, a prompt and thorough investigation will be conducted. Any complaint of discrimination and any information obtained in the investigation will be disseminated only to those individuals who need to know the information in order to resolve the complaint. Discipline, up to and including discharge in accordance with the collective bargaining agreements (included employees) and HHSC Personnel 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.

III. APPLICABILITY: This procedure applies to all employees of HHSC and its affiliates, including officers, managers, supervisors, non-supervisory employees, and applicants for employment.

IV. AUTHORITY:

- A. Title VII, Civil Rights Act of 1964, as amended
- B. Age Discrimination in Employment Act
- C. Americans with Disabilities Act, as amended
- D. Genetic Information Non-Discrimination Act
- E. Hawaii Revised Statutes, Chapter 378