

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Non-Discrimination and Harassment Policy	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 5/8/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 6/11/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of NorthCare Network to comply with all applicable federal, state, and local non-discrimination and harassment laws and regulations.

### **PURPOSE**

To create and maintain a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional environment that promotes equal employment opportunities and prohibits unlawful harassment, discrimination, and retaliation.

### **Definitions**

**Harassment:** Unwelcome conduct that is so frequent or severe that it objectively creates a hostile or offensive work environment or results in a negative employment action (such as being fired or demoted). For example, assault, threats, insults, or offensive graffiti may be illegal harassment. Federal law prohibits harassment based on race, color, religion, sex (including pregnancy, sexual orientation, gender or gender identity) national origin, disability, veteran status, citizenship, age (40 years old or older) or genetic information (including family medical history).

**Discrimination:** Treating a person or a group of people less favorably. Federal law prohibits employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender or gender identity), national origin, disability, veteran status, citizenship, age (40 years old or older), genetic information (including family medical history) or in retaliation for filing a charge or complaint of discrimination, participating in a discrimination proceeding (such as an investigation or lawsuit) or opposing discrimination.

### **References**

Equal Employment Opportunity Commission (EEOC) – Glossary  
Equal Employment Opportunity Policy  
Fair Labor Standards Act  
NorthCare Network Code of Conduct  
NorthCare Network Personnel Conduct Policy  
U.S. Department of Labor

## **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 6/8/17, 2/2/19, 12/1/19, 10/27/20, 1/27/22, 5/8/24

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/8/17, 4/23/18, 2/2/19, 12/1/19, 10/27/20, 1/27/22, 7/18/23, 5/8/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 3/15/19, 1/7/20, 11/3/20, 2/1/22, 8/1/23, 6/11/24

BOARD APPROVAL DATE: 12/10/14

## **PROCEDURES**

It is a violation of NorthCare Network's policy to discriminate in the provision of employment opportunities, benefits, or privileges.

It is a violation of NorthCare Network's policy to harass any individual in a manner as defined in this policy and will not be tolerated.

If you feel you have experienced or witnessed discrimination or harassment, report all incidents to your Supervisor, HR Specialist, or CEO.

The CEO will assign an investigator(s) to determine if a violation of this policy occurred. NorthCare Network will treat all aspects of the investigation confidentially to the extent reasonably possible. If it has been determined a violation has occurred, the CEO will determine the appropriate disciplinary action.