

**NEWTON-WELLESLEY HOSPITAL  
NEWTON, MASSACHUSETTS**

**EFFECTIVE DATE:**  
01/04/12

**POLICY TYPE:** ADMIN  
CLINICAL  
DEPARTMENTAL

HR-X  
            
          

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

**PURPOSE:** The purpose of this policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, age, national origin, disability, marital status, genetic information, veteran or active military status, gender identity or expression, or sexual orientation and to seek to advance the principles of Equal Employment Opportunity.

**SCOPE:** This policy applies to all Hospital employees.

**POLICY & PROCEDURE STATEMENT:** Newton-Wellesley Hospital will take affirmative action to insure that applicants and employees are not discriminated against because of race, color, religion, gender, age, national origin, disability, marital status, genetic information, veteran or active military status, gender identity or expression, or sexual orientation.

Newton-Wellesley Hospital affirms that the above policy and the Affirmative Action Program reflect the Hospital's attitude and its intention to:

- A. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, gender, age, national origin, disability, marital status, genetic information, veteran or active military status, gender identity or expression, or sexual orientation.
- B. Base decisions on employment so as to further the principle of Equal Employment Opportunity.
- C. Insure that promotion decisions will be in accord with principles of Equal Employment Opportunity by imposing only valid requirements.
- D. Insure that all other personnel actions, such as compensation, benefits, transfer, layoffs, return from layoff, Hospital-sponsored training, educational tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, gender, age, national origin, disability, marital status, genetic information, veteran or active military status, gender identity or expression, or sexual orientation.
- E. Provide, pursuant to the Vietnam Era Veterans Readjustment Act of 1974, Equal Employment Opportunity as set forth above, to those who are qualified disabled veterans of the Vietnam Era.

**DEFINITIONS:** N/A

**PROCESS:**

- I. **RESPONSIBILITY:** Overall responsibility for directing and implementing the policy and the Hospital's Affirmative Action Program has been assigned to the Human Resources Director, who serves as the Hospital's Equal Employment Coordinator.
- A. All personnel actions will be analyzed to insure that this policy and the Affirmative Action Program are being properly implemented and administered.
- B. Newton-Wellesley Hospital is determined to be in full compliance with provisions of the law and the Affirmative Action Program we have instituted.

**REFERENCE (S):** N/A

**ORIGINATOR (S):** Human Resources

**ORIGINATION DATE:** 04/01/90

**SPONSOR:** Director of Human Resources

**COLLABORATOR (S):** N/A

<b>REVIEWED:</b>	January 1, 1993	<b>REVISED:</b>	March 9, 1999
	March 1, 1996		November 22, 2011
	March 19, 2002		
	February 10, 2003		
	August 1, 2006		

**CROSS-REFERENCES:** N/A

**APPROVED BY:** Executive Management Team: 12/08/11

**CANCELLATION:** N/A

**KEY SEARCH WORDS:** personnel actions

**ATTACHMENTS:** N/A