Excela Health/Frick Hospital/Latrobe Hospital/Westmoreland Hospital/Laurel Surgical Center/Excela Square Norwin/ Excela Square Latrobe/EHMG/Home Health & Hospice/Caregivers of Southwestern PA

HUMAN RESOURCES POLICY AND PROTOCOL MANUAL

TITLE: EQUAL OPPORTUNITY EMPLOYER No. 1-III-007

RESPONSIBILITY: Human Resources Commencement Date: September 2005

RELATED POLICY/PROTOCOLS REVIEW/REVISE DATES: April 2022
March 2021,
September 2017, July 2016,
December 2011, March 2011,
July 2010, February 2007,
August 2009

I. Policy Statement/Objective

Excela Health is an equal opportunity employer. It is the policy of Excela Health to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race (including traits historically associated with race, such as hair textures and certain protective hairstyles – such as braids, locks, and twists), color, religious creed, sex (including pregnancy, sex assigned at birth, sexual orientation, gender identity, gender expression, gender transition or transgender identity), marital status, national origin, ancestry, citizenship, age, familial status, physical or mental disability (including use of a service animal), gender (including gender nonconformity and status as transgendered), sexual stereotyping, veteran status, uniformed service member status, status as a GED holder, genetic information, or any other class protected by applicable law. Excela Health will conform to the spirit as well as the letter of all applicable laws and regulations.

II. Guidelines

1. It is the policy of Excela Health to foster a working environment that is conducive to the mutual growth of both the organization and our employees.

2. Excela Health is committed to compliance with all applicable discrimination laws that protect individuals in decisions involving but not limited to hiring, employment, promotion, wages, benefits, reduction in force, discharges, and all other privileges, terms, and conditions of employment.

3. This policy will be communicated to current employees, applicants, and contractors as applicable via recruitment materials, contracts, bulletin boards, and publications.

4. Individuals with questions or concerns about this Policy or any perceived discrimination are encouraged to bring these issues to the attention of their immediate supervisor, any manager or to Human Resources. Excela Health actively maintains an "open door" policy should an individual feel the need to discuss openly and honestly a concern or issue. Management and designated members of the Human Resources staff are willing and available to listen and respond to issues brought forth by employees.

5. Any employee who believes he/she has been discriminated against may file a complaint of discrimination with any of the following:

Frick Hospital
508 South Church Street
Mt. Pleasant, PA 15666
Human Resources Department

Latrobe Hospital
One Mellon Way
121 West Second Avenue
Latrobe, PA 15650
Human Resources Department

Westmoreland Hospital
532 West Pittsburgh Street
Greensburg, PA 15601
Human Resources Department

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

U.S. Department of Health and Human Services
Office for Civil Rights Region
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Pennsylvania Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Department of Public Welfare
Bureau of Equal Opportunity
Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place

Pittsburgh, PA 15222

6. Any issue or concern brought forth will be investigated thoroughly and any individual found to be engaging in any type of discrimination will be subject to corrective action up to and including termination.

7. Excela Health is committed to compliance with federal, state, and local laws concerning the employment of persons with disabilities. Excela Health will provide reasonable accommodations to meet the physical or mental limitations of otherwise qualified applicants or employees with physical or mental disabilities or with pregnancy-related conditions unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Excela Health.

8. Excela Health will also make reasonable accommodations for pregnant employees or those with pregnancy-related disabilities as required by law, so long as the accommodation does not present an undue hardship.

9. In addition, Excela Health will provide reasonable accommodation for applicants or employees' sincere religious beliefs, observances and practices as required by law, so long as the accommodation does not present an undue hardship to Excela Health.

10. In general, it is the responsibility of any individual who requires an accommodation in order to perform the essential functions of the job he or she holds or desires to notify Excela Health of the need for an accommodation. Therefore, Excela Health and a requesting employee must cooperatively engage in an interactive process in good faith to determine a suitable reasonable accommodation, if any.

11. Excela Health strictly prohibits retaliation against any employee for reporting complaints under this policy, requesting an accommodation, filing a complaint with an enforcement agency or court, or testifying, assisting or participating in any manner in any investigation, proceeding, or hearing conducted by Excela Health or a federal or state enforcement agency. Employees should promptly report any retaliation to their immediate supervisor, any manager, or to Human Resources. Any complaint will be promptly and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

III. Cognizant Office

Consultation regarding clarifications and interpretations of this policy, as well as the resolution of problems and special situations related to this policy and protocol, is available through the Policy Sponsor

IV. Sponsorship and Authorizations

A. Policy Sponsor: _____
Katelyn Printz Director, Employee Relations

B. Policy Coordinator: _____
Laurie English Senior VP,
Chief Human Resources Officer

C. Policy Authority: _____
Laurie English Senior VP,
Chief Human Resources Officer

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