



**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**  
**January 15, 2002**

Preface

In an effort to affirm Summit Healthcare's Employment Opportunity / Affirmative Action Policy, we are distributing this policy to all hospital employees. Any questions concerning interpretation of the laws, establishment of Affirmative Action Programs, or complaints of alleged discrimination may be discussed with the appropriate department manager or with Human Resources.

General Policy

The hospital pledges to provide a positive and nondiscriminatory atmosphere for all qualified applicants and employees. The hospital also strives to provide encouragement, resources, plans, and programs to assure that careers at the hospital are available to persons without regard to race, religion, national origin, sex, disabled, age, disabled veteran, or Vietnam era veteran status. To accomplish this goal and to fulfill our obligations under the law, the hospital further pledges to have Affirmative Action Programs applicable to all phases of treatment during employment, including transfer, promotion, demotion, rate of pay, training, layoffs, termination, and rehire.

Responsibilities

Responsibility for Equal Employment Opportunity/Affirmative Action policies, plans programs, and results rests firmly with the management responsible for the appropriate department as a delegation from the CEO of Summit Healthcare.

Within each department, all members of management are individually responsible for the implementation and results of the applicable Equal Employment Opportunity / Affirmative Action policies and plans which relate to their areas of responsibility as specifically delegated by the Administrative Division Head.

Human Resources will act as an advisor to top management concerning Equal Employment Opportunity / Affirmative Action. Human Resources is responsible for developing policy statements and internal and external communication techniques, as well as assisting in the identification of problem areas. Human Resources is also responsible for the design and implementation of audit reporting systems which measure the effectiveness and determine the degree to which hospital's goals and objectives have been attained.

Summit Healthcare is subject to the Rehabilitation Act of 1973 (Section 504) and the Vietnam Era Veteran's Readjustment Act of 1974, which requires Affirmative Action to employ and advance in employment qualified disabled individuals, qualified disabled veterans, and veteran of the Vietnam era.

If you are disabled, a disabled veteran, or a veteran of the Vietnam era and would like to be designed as such under the Affirmative Action Program, please tell us. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

Information obtained concerning individuals shall be kept confidential, except that (1) supervisors / managers may be informed regarding restrictions on the work or duties of disabled individuals and disabled veterans, and regarding necessary accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the conditions might require emergency treatment; and (3) government officials investigating compliance with the Acts shall be informed.

If you are disabled, a disabled veteran, or Vietnam era veteran, we would like to include you under the Affirmative Action Program. Please contact Connie Kakavas, Human Resource Director, at ext 6366.