



If you need assistance in accessing this policy in another format, or know of an applicant or employee needing assistance, please contact Nicole D'Ambrosio by phone at 302-733-1091 or by email at Nicole.M.DAmbrosio@ChristianaCare.org.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Christiana Care is a federal contractor subject to Executive Order 11246 (E.O. 11246), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA"), and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, Christiana Care is committed to compliance with all applicable equal opportunity and affirmative action requirements. Our policies of equal employment opportunity and affirmative action apply whenever and wherever a Christiana Care employee is performing a function of his or her job, including all locations, client worksites, and company-sponsored or client-sponsored business and social functions.

It is our policy to ensure equal employment opportunity and prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, color, creed, sex, religion, national origin, sexual orientation, genetic information, gender identity or expression, age, veteran status, disability, pregnancy, citizenship status, or any other characteristic protected under applicable federal, state, or local law. This policy extends to all terms and conditions of employment including recruitment, employment, promotion, upgrading, demotion, transfer, layoff, disciplinary action, termination, training, education, compensation and benefits, and recreational programs. All employment decisions are based only on valid job requirements. Christiana Care will commit the necessary time and resources, both financial and human, to achieve the goals of equal employment opportunity.

Christiana Care will also take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. We will provide reasonable accommodation to the known physical or mental limitations of any otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of our business. If you need an accommodation, please contact the Affirmative Action Administrator.

Christiana Care prohibits retaliation against any individual who has complained, in good faith, of harassing or discriminatory conduct or participated in an investigation into such complaints. Specifically, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity, including for protected veterans or individuals with disabilities; (3) opposing any act or practice made unlawful by E.O. 11246, VEVRAA, Section 503, their implementing regulations, or any other federal, state or local law requiring equal employment opportunity, including for protected veterans and individuals with disabilities; or (4) exercising any other right protected by E.O. 11246, VEVRAA, Section 503, or their implementing regulations. Christiana Care will promptly and thoroughly investigate all complaints of harassment or discriminatory conduct, and, if a violation of this policy is found, will take immediate and appropriate corrective action. If any employee or applicant for employment believes that he or she has been harassed or discriminated against, please contact the Affirmative Action Administrator.

As President and CEO, I fully support our affirmative action program and am committed to the implementation of Christiana Care's equal opportunity and affirmative action policies. I have delegated overall responsibility for these policies to Tasha Moore-Wright, Employee Relations Specialist, Human Resources, who will serve as Christiana Care's "Affirmative Action Administrator." The Affirmative Action Administrator is responsible for coordinating, monitoring and reviewing the effectiveness of Christiana Care's Affirmative Action Programs. In addition, however, it is the responsibility of each member of the management staff to assure a continuation of Christiana Care's policy of equality of employment for all persons on the basis of individual merit.

AFFIRMATIVE ACTION PROGRAM AVAILABILITY

Christiana Care has prepared written Affirmative Action Plans in accordance with its obligation arising under E.O. 11246, VEVRAA, Section, 503, and their implementing regulations. Affirmative Action Plans are available for inspection to any employee or applicant for employment upon request. The Affirmative Action Programs are available in the Human Resources office at Christiana Hospital, LE 55 by appointment during regular business hours. Please contact the Affirmative Action Administrator to schedule an appointment.

4/16/16
Date

Janice E. Nevin, M.D, MPH
President and CEO