	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	DIV700
		Effective Date	October 1, 2000
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POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) are committed to ensuring that the value of diversity is upheld in everything that we do for our patients, families, visitors, customers, the broader community, employees, and all those individuals, groups, and organizations that help us to achieve our mission. Hopkins is committed to ensuring that patient care, service delivery, and the healing environment is designed in a way that respects the individuality of patients, visitors, and employees.

- A. Workforce Diversity is defined as respecting the individuality of our patients, employees, and visitors and embracing the diverse backgrounds, talents, and contributions that they bring to the institution.
- B. In all of its policies, procedures, and practices, Hopkins is committed to ensuring that diversity is woven into the fabric of such policies, procedures and practices.
- C. In all of its strategies, Hopkins is committed to ensuring that diversity is viewed and acted upon as a source of competitive advantage.
- D. Hopkins is committed to holding leaders and managers accountable for assisting the development and nurturance of the Hopkins environment in a way in which the unique qualities of employees are leveraged to contribute to the mission of Hopkins.
- E. Hopkins is committed to ensuring that all employees receive diversity education and training.

RESPONSIBILITIES

The President

1. The President is responsible for communicating the Workforce Diversity Policy Statement to the Board of Trustees on an annual basis.
2. The President holds Vice Presidents accountable for the implementation of the Workforce Diversity Policy Statement through the Vice President of Human Resources.

Vice Presidents


1. Vice Presidents are responsible for communicating the Workforce Diversity Policy Statement to all Directors, Administrators, and Managers on an annual basis.
2. Vice Presidents are responsible for holding Directors, Administrators, and Managers accountable for the implementation of the Workforce Diversity Policy Statement.

Human Resources Department

1. Human Resources has the responsibility to design and monitor the effectiveness of the policy.
2. The Employee/Labor Relations, Workforce Diversity and Equal Employment Opportunity/Affirmative Action Office, through the Director has the responsibility to provide education, training and support to managers and employees regarding the purpose and intent of the policy.

Directors, Administrators, and Managers

1. Directors, Administrators, and Managers are responsible for communicating the Workforce Diversity Policy Statement to all staff on an annual basis, and holding them accountable

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for the implementation of the Policy Statement.

Employees

1. Employees are responsible for communicating the Workforce Diversity Policy Statement to each another.
2. Employees are responsible for implementing the Workforce Diversity Policy Statement in all their interactions with patients, families, visitors, vendors, and other employees.
3. Employees are accountable to themselves for personally implementing the Workforce Diversity Policy Statement as they carry on their day-to-day duties and responsibilities.

PROCEDURES

Vice Presidents, Directors, Administrators, and Managers

1. Sponsor education and training programs related to diversity and cross-cultural communication.
2. Participate in diversity and cross-cultural communication education and training.
3. Align policies, procedures, practices, and systems with the Workforce Diversity Policy Statement.
4. Reward staff for implementing the Workforce Diversity Policy Statement.
5. Utilize the Performance Management System to coach, counsel, and discipline any employees who intentionally violate the Workforce Diversity Policy Statement.

Employees

1. Tailor their interactions with patients, families, visitors, and other employees in a way that embraces the Workforce Diversity Policy Statement.
2. Act on feedback provided by their supervisor related to their performance with respect to carrying out the Workforce Diversity Policy Statement in their duties and responsibilities.

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL

Vice President, Human Resources

Date