

# Hopkins Policy & Document Library (HPO)

## *Policy Buzz*

### *Equal Employment, Harassment and Complaints FAQs*

<b>Policy Name</b>	<a href="#">Equal Employment Opportunity Policy and Harassment and Complaint Procedures (HR923)</a>
<b>Planned Publication Date</b>	7/1/2020
<b>New or Revised Policy</b>	Revision of HR501
<b>Policy Manual Name</b>	<a href="#">JHHS/JHM Human Resources Manual</a>

### ***Purpose of the Policy***

The purpose of this policy is to state the commitment of Johns Hopkins Health System and the Participating Organizations to Equal Employment Opportunity and to facilitate compliance with federal, state and local employment law practices.

### ***Scope***

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

### ***What You Need to Know***

- ✓ Johns Hopkins Health System seeks to provide a workplace free of harassment and discrimination. It is JHHS policy to provide equal employment opportunities to all people, including employees and applicants, without regard to race, color, religion, sexual orientation, gender identity, sex (including pregnancy), age, national origin, mental or physical disability, genetic information, veteran status, or any other status protected by federal, state or local law ("protected status").
- ✓ Participating Organizations maintain a written Affirmative Action Plan designed to ensure equal employment opportunities for qualified women, underrepresented minorities, Vietnam-era veterans, veterans with disabilities, and other qualified individuals with disabilities. Participating Organizations take affirmative action to recruit, hire, train, promote, and compensate without regard to an individual's protected status.
- ✓ Participating Organizations take claims of unlawful discrimination, harassment, and retaliation seriously, will respond promptly to complaints, and will impose immediate and appropriate corrective action as necessary.
- ✓ No individual should be retaliated against for the following: (a) filing a complaint; (b) opposing an unlawful practice; (c) participating in an investigation; (d) providing information regarding discrimination or harassment; (e) revealing an incident of discrimination or harassment when responding to questions during an internal investigation; or (f) requesting an accommodation for a disability or a religious belief.
- ✓ An employee who believes he or she has been subjected to unlawful discrimination or harassment ("complainant") may file a complaint with Organizational Equity, Human Resources, or anyone in the employee's management reporting chain. A complaint may be filed by completing the Internal EEO Complaint Form. Complaints will be investigated at the direction of Legal Counsel by a representative from Organizational Equity (except for Johns Hopkins All Children's Hospital where investigations are completed by a trained representative of HR).

For questions pertaining to this policy, please contact your HR Business Partner or local Human Resources department.

**More Information:** See the entire policy by clicking on this link:

[https://hpo.johnshopkins.edu/enterprise/policies/157/36961/policy\\_36961.pdf](https://hpo.johnshopkins.edu/enterprise/policies/157/36961/policy_36961.pdf)

