AFFIRMATIVE ACTION PLAN

FOR VETERANS AND INDIVIDUALS WITH DISABILITIES

Johns Hopkins Health System Corporation

Baltimore, MD

January 1, 2011 - December 31, 2011

________________________________________
Ronald R. Peterson,
President

________________________________________
Beverly White-Seals, Esq.,
Affirmative Action Officer
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PREFACE

Johns Hopkins Health System Corporation (also referred to as the Hospital) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Part 60-300). Nothing contained in this AAP or its supporting data should be construed as an admission by the Hospital, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, Johns Hopkins Health System Corporation has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the Hospital firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains a Johns Hopkins Health System Corporation proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the Hospital of the agency's decision to disclose and providing the Hospital with ample time to contest the disclosure.

2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the Hospital.

3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the Hospital.

All monitoring system reports as required by federal regulations and laws have been completed.

This AAP does not constitute an express or implied contract between the Hospital and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all Hospital employees have with the Hospital. Nothing in this AAP creates a private right of action on behalf of any individual or group against the Hospital.
STATEMENT OF POLICY
41 C.F.R. 60-741.44(a), -300.44(a)

It is the policy of Johns Hopkins Health System Corporation not to discriminate on the basis of a physical or mental disability or an individual's status as a Covered Veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Hospital does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the Hospital are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability, or veterans' status.

The Hospital makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the Hospital's business.

Beverly White-Seals, Esq., Affirmative Action Officer for the Hospital, will manage Johns Hopkins Health System Corporation’s AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Hospital's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Johns Hopkins Health System Corporation will solicit the cooperation and support of all employees for the Hospital's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the Hospital's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

____________________________________
Ronald R. Peterson,
President
1/1/2011
DEFINITIONS

"DISABLED VETERAN" is (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

"QUALIFIED DISABLED VETERAN" means a disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"RECENTLY SEPARATED VETERAN" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

"ARMED FORCES SERVICE MEDAL VETERAN" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

"OTHER PROTECTED VETERAN" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

“COVERED VETERANS” means disabled veterans, recently separated veterans, Armed Forces service medal veterans, and Other protected veterans.

"INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.
RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. 60-741.44(i), 41 C.F.R. 60-300.44(i)

Affirmative action for individuals with disabilities and Covered Veterans is the responsibility of every employee at Johns Hopkins Health System Corporation. Beverly White-Seals, Esq., the Hospital's Affirmative Action Officer, is responsible for the implementation and monitoring of this AAP at the Hospital. Beverly White-Seals, Esq., has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

· Develop policy statements, AAPs, and internal and external modes of communication,

· Oversee regular discussions with local managers, supervisors, and employees to ensure that the Hospital's policies are being followed;

· Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the Hospital is obligated to prevent harassment of employees placed through affirmative action efforts;

· Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;

· Design and implement internal audit and reporting systems that will measure the effectiveness of the Hospital's Plan, indicate the need for remedial action, determine the degree to which the Hospital's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all Hospital-sponsored educational, training, recreational, and social activities, and ensure that each Hospital location is in compliance with applicable laws and regulations;

· Serve as liaison between the Hospital and enforcement agencies, and between the Hospital and organizations of and for persons with disabilities, and encourage active involvement by Hospital representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans,

· Keep management informed of the latest developments in the entire affirmative action area,

· Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.
REQUEST FOR SELF-IDENTIFICATION
41 C.F.R. 60-741.42, 41 C.F.R. 60-300.42

Following an offer of employment but prior to an individual beginning other employment duties, Johns Hopkins Health System Corporation invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a disabled veteran, the Hospital seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his/her job.
REVIEW OF PERSONNEL PROCESSES
41 C.F.R. 60-741.44(b), 41 C.F.R. 60-300.44(b)

Johns Hopkins Health System Corporation continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the Hospital's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. Johns Hopkins Health System Corporation’s employment application includes a full non-discrimination statement to further assure applicants of the Hospital's policy of equal employment. All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The Hospital periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Covered Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the Hospital considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the Hospital ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, the Hospital has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the Hospital's affirmative action obligations:

1. As covered individuals apply for positions within the Hospital, their personnel forms will be annotated to identify each vacancy for which the person was considered.

2. The personnel records of each known covered individual will include (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.

3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected.

4. Where applicants or employees are selected for hire, promotion, or training, and the Hospital undertakes any accommodation which makes it possible to place a covered individual in the job, the Hospital will keep a record of the accommodation in a confidential medical file.
This information will be quickly retrievable for review by government officials and the Hospital's personnel officials for use in investigations and compliance activities.
Johns Hopkins Health System Corporation reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, Johns Hopkins Health System Corporation will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.
ACCOMMODATIONS
41 C.F.R. 60-741.44(d), 41 C.F.R. 60-300.44(d)

Johns Hopkins Health System Corporation has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.

2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.

3. A medical leave of absence is available to any employee who provides medical documentation of disability.

4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans, the Hospital will take any reasonable steps to provide such accommodations.

5. If necessary to accommodate a disability, the Hospital will redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.

6. The Hospital will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.

7. The Hospital will accommodate employees with disabilities by allowing a reasonable amount of time off for physicians' visits.

8. Special parking for individuals with disabilities or disabled veterans is available at Johns Hopkins Health System Corporation.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Beverly White-Seals, Esq., the Affirmative Action Officer.

Where an employee who is known to be an individual with a disability or a disabled veteran is having significant difficulty performing his/her job and the Hospital reasonably concludes that the performance issues may be related to the known disability, the Hospital will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee’s disability. If the
employee indicates that his/her disability is impacting his/her performance, the Hospital will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.
In offering employment or promotions, Johns Hopkins Health System Corporation does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.
OUTREACH, POSITIVE RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-741.44(f), 41 C.F.R. 60-300.44(f)

Johns Hopkins Health System Corporation has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While the Hospital believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. **All executives, management officials, supervisors, and other employees of the Hospital will be encouraged to assist in the effort to disseminate Johns Hopkins Health System Corporation’s policy of affirmative action to individuals outside the Hospital.**

2. **The Hospital will inform recruiting sources of Johns Hopkins Health System Corporation’s policy of affirmative action for individuals with disabilities and Covered Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans for all positions.**

3. **Johns Hopkins Health System Corporation will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans. These sources will be informed of the Hospital's AAP and will be requested to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.**

4. **Johns Hopkins Health System Corporation will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the Hospital and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts made by the Hospital that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.**

5. **Johns Hopkins Health System Corporation will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about Johns Hopkins Health System Corporation’s policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work-force but who have requisite skills.**

6. **Johns Hopkins Health System Corporation will include disabled individuals and/or Covered Veterans when employees are pictured in consumer and personnel recruitment advertising.**

7. **Johns Hopkins Health System Corporation will make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.**
8. Johns Hopkins Health System Corporation will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work-force who have requisite skills and can be recruited through affirmative action measures.

9. Johns Hopkins Health System Corporation will review the employment records of its known employees with disabilities or Covered Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.

10. The Hospital will send written notification of Hospital policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.

11. When Johns Hopkins Health System Corporation advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.
The Hospital recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Covered Veterans so that these employees' awareness of the needs of individuals with disabilities and Covered Veterans can be increased. Accordingly, the Hospital will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. Johns Hopkins Health System Corporation will invite employees who are individuals with disabilities or Covered Veterans to participate in the AAP.

2. The Hospital will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.

3. Johns Hopkins Health System Corporation's policy on affirmative action for veterans and individuals with disabilities is posted on Hospital bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the Hospital's policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.

5. Meetings with all employees of the Hospital will be conducted by department heads to inform the employees of Johns Hopkins Health System Corporation's policy of affirmative action and to explain the employees' responsibility to comply with the policy.

6. An invitation to participate in Johns Hopkins Health System Corporation's policy of affirmative action is disseminated to all applicants once the Johns Hopkins Health System Corporation has extended a job offer, but prior to the applicant's first day of employment.

7. For those Hospital sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.
DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

In addition to the affirmative action programs previously mentioned, the Hospital is developing and executing the following programs:

1. The Hospital will continue to review all physical or mental job qualifications.

2. The Hospital will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.

3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.

4. If Johns Hopkins Health System Corporation holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.

5. Arrangements will be made to provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Human Resources Department.

6. As Johns Hopkins Health System Corporation makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be among those who are encouraged to participate.

7. When Johns Hopkins Health System Corporation conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.
INTERNAL REVIEW PROCEDURE

The Hospital has developed an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.
It is the responsibility of the Hospital's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the Hospital's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Johns Hopkins Health System Corporation's AAP.

The Hospital’s audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the Hospital’s objectives are being attained;
- Determine whether individuals with known disabilities or Covered Veterans have had the full opportunity to participate in all Hospital sponsored educational, training, recreational and social activities;
- Measure the Hospital’s compliance with the AAP’s specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Covered Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year’s actions and programs.
HARASSMENT
41 C.F.R. 60-741.44(e), 41 C.F.R. 60-300.44(e)

Johns Hopkins Health System Corporation has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of our Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in the Exhibits section.
The Hospital trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in the Hospital’s AAP are implemented.
LISTING OF EXHIBITS

Exhibit A - Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans

Exhibit B - Harassment Policy
EXHIBIT A

AFFIRMATIVE ACTION PROGRAM
WORKERS WITH DISABILITIES,
DISABLED VETERANS, RECENTLY SEPARATED VETERANS,
ARMED FORCES SERVICE MEDAL VETERANS, AND
OTHER PROTECTED VETERANS

As a government contractor, Johns Hopkins Health System Corporation is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA) as amended by the 2002 Jobs for Veterans Act, which require government contractors to take affirmative action to employ and advance in employment qualified persons with disabilities, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. Johns Hopkins Health System Corporation’s affirmative action program describes the Hospital’s commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

If you are disabled, it would assist us if you tell us about:

(i) Any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind.

____________________________________________________
____________________________________________________
____________________________________________________

(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

____________________________________________________
____________________________________________________
____________________________________________________

I voluntarily identify myself as:

[ ] An Individual with a Disability: An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

[ ] Disabled Veteran: A "disabled veteran" is defined as (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.
[ ] Recently separated veteran: A "recently separated veteran" is defined as any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

[ ] Armed Forces Service Medal Veteran: An "Armed Forces Service Medal veteran" is defined as any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

[ ] Other protected veteran: An "other protected veteran" is defined as veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Please provide your date of discharge or release from active duty: __________________________

A complete list of qualifying military engagements is available online at http://www.opm.gov/veterans/html/vgmedal2.htm.

Signature: __________________________________________________________

Date: __________________________________________________________

Print Name: ________________________________________________________

Employee #: ________________________________________________________
EXHIBIT B - HARASSMENT POLICY

Harassment is verbal, physical or visual conduct of a sexual, racial, ethnic or other nature which, in the employee's opinion, impairs his or her ability to perform the job, or creates an offensive or hostile work environment. Harassment is contrary to basic standards of conduct between individuals.

Johns Hopkins Health System Corporation will not condone or tolerate the harassment of its employees by their coworkers, supervisors or any individuals under our control. All employees, regardless of position or title, will be subject to severe discipline, up to and including termination of employment, should the Hospital determine that an employee is engaged in the unlawful harassment of another employee. The Hospital will promptly and thoroughly investigate the facts and circumstances of any claim of harassment.

If you feel that you are being subjected to harassment, you should report this matter directly to your supervisor immediately, or, if you would prefer to discuss the matter with someone else, report the issue to the supervisor’s superior or to another manager of the Hospital. No one will be subject to, and the Hospital prohibits, any form of discipline or retaliation for reporting incidents of unlawful harassment or pursuing any such claim of harassment.