

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: **EQUAL EMPLOYMENT OPPORTUNITY AND
UNLAWFUL DISCRIMINATION**
POLICY NUMBER: **HR-14.01**
EFFECTIVE DATE: **May 1997**
SUPERSEDES: **N/A**
LAST REVISION DATE: **May 2008**

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to be an equal opportunity employer. SBHS does not discriminate on the basis of age, gender, color, disability, national origin, sexual orientation, political affiliation, race or religion. Program Managers and supervisors are responsible for ensuring compliance with this policy.

The Human Resources Department manages all employment-related unlawful discrimination issues involving applicants and SBHS employees. Human Resources will provide direction, coordination, and technical assistance to SBHS managers in equal opportunity diversity training, monitoring, corrective action, and unlawful discrimination management activities.

The Human Resources Department will provide direction, coordination and technical assistance to SBHS administrators and managers regarding implementation of and compliance with requirements and provisions of SBHS's Diversity Plan.

The Human Resource Department will disseminate to all SBHS programs by way of memorandum, policy and other relevant information for the purpose of informing and furthering SBHS diversity interests and expectations.

EXTERNAL COMPLAINTS:

- I. The Human Resource Manager will manage all official charges of unlawful discrimination filed with enforcement agencies outside of SBHS after consultation with the SBHS attorney.
- II. In consultation with appropriate SBHS managers and the SBHS attorney, the Human Resource Manager will monitor the case(s) and comply with implementation of settlement terms.

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INTERNAL COMPLAINTS:

Employees may file internal complaints alleging unlawful discrimination through the SBHS Unlawful Discrimination Complaint Procedure. (See SBHS HR Policy #14.02) Complaints through this internal procedure will be managed by the Human Resource Manager after consultation with the SBHS attorney.

REFERENCES:

- I. Title VII of the Civil Rights Act of 1964, 42 USC 2000e, as amended by the Civil Rights Act of 1991
- II. Section 504 of the Vocational Rehabilitation Act of 1973: 29 USC 206(D)
- III. The Americans With Disabilities Act of 1990, Title I
- IV. Age Discrimination in Employment Act of 1967: 29 USC 621
- V. Fair Employment Practices Act, Chapter 45-19, as amended
- VI. SBHS Unlawful Discrimination Complaint Procedure
- VII. SBHS Diversity Plan

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

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REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date