



Tufts Medical Center Hospital-Wide Policy	Subject: Equal Employment Opportunity and Affirmative Action Policy	File Under: Human Resources Policy Manual (HRP), Policy #A3
Issuing Department: Human Resources		Latest Revision Date: September 2009 Latest Review Date: September 2009
Original Procedure Date June 1988	Page 1 of 5	Approved By: See Approval Signature Page

I. Purpose

This policy reflects Tufts Medical Center’s commitment to providing equal employment opportunity and affirmative action in all aspects of hiring and employment. It also describes who has specific responsibility for implementation of this policy.

II. Policy

It is the policy of Tufts Medical Center, consistent with federal and state law, to provide equal opportunity to all applicants for employment and all employees with respect to the administration of personnel policies and practices, including recruitment, hiring, training, promotion, transfer, compensation, benefits, disciplinary action, layoff, termination and other terms and conditions of employment, without regard to an individual’s actual or perceived race, color, religion, sex, pregnancy, sexual orientation, gender identity or gender expression, national origin, age, disability, veteran status, marital status, genetic traits and any other classification protected by law; and ensure that all employment decisions are based on valid job requirements.

In addition, and in accordance with applicable federal and state laws protecting qualified individuals with known disabilities, Tufts Medical Center will attempt to reasonably

accommodate those individuals unless doing so would create an undue hardship to the organization. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of his or her job should promptly contact Human Resources to request an accommodation.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged 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 Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), or any federal, state or local law requiring equal opportunity for females, minorities, veterans, or disabled persons, (3) opposing any act or practice made unlawful by these laws or their implementing regulations or (4) exercising any of the rights protected by these laws or their implementing regulations.

Any employee who believes he or she has been the victim of employment discrimination based on any legally protected classification should report the matter immediately to his or her supervisor, the Vice President of Human Resources, or the Employee Relations Manager.

III. Responsibilities and Communication

A. Responsibilities

The Sr. Vice President and Chief Operating Officer, has the overall responsibility for ensuring that Tufts Medical Center's Equal Employment Opportunity and Affirmative Action Policy is carried out by all levels of management. The Vice President of Human Resources has been designated the responsibility for the preparation of Tufts Medical Center's Affirmative Action Plan and its implementation.

It is the continuing responsibility of all management and supervisory personnel to provide equal employment opportunity and affirmative action for all employees with respect to all terms and conditions of employment. The responsibilities include, but are not limited to the following:

- To ensure that all employment decisions in their area of responsibility are consistent with principles of equal employment opportunity affirmative action as established by the Hospital's annual Affirmative Action Program;
- To assist employees in adjusting to their work surroundings, enabling them to fulfill their work potential;
- To foster an environment which embraces diversity and encourages inclusion and open communication.

We expect every employee to support our commitment to Equal Opportunity Employment and Affirmative Action in the workplace. Last, we invite individuals with disabilities and disabled veterans to self-identify so that they may avail themselves of the opportunities afforded under these affirmative action plans.

B. Communication to Employees

Tufts Medical Center's EEO and affirmative action policy will be communicated to all employees during new employee orientation.

The EEO and affirmative action policy is a part of the Human Resources Policy Manual and can be referenced by all employees via Tufts Medical Center's intranet. Copies of the current Affirmative Action Plans for Women and Minorities, Covered Veterans, and Individuals with Disabilities can be accessed by employees through the Human Resources website, under "Affirmative Action Plans". Applicants may request to review the Hospital's Affirmative Action Plans during regular business hours by contacting Human Resources at (617) 636-4819.

EEO and Affirmative Action Posters are prominently displayed in appropriate locations throughout Tufts Medical Center's facility.

IV. Internal Complaint Procedure

Tufts Medical Center encourages employees to make an internal report of any concerns about possible discrimination in the workplace. Any individual who believes he or she has been subjected to discrimination in violation of this Policy should notify his or her supervisor, the Vice President of Human Resources, or the Employee Relations Manager.

Tufts Medical Center will not tolerate retaliation against any individual who comes forward with a complaint or concern of discrimination, or who cooperates with an investigation, administrative or judicial proceeding regarding such a complaint. If it is determined that a violation of this Policy has occurred, Tufts Medical Center will undertake appropriate disciplinary action.

V. State and Federal Remedies

In addition to the above, if you believe you have been subjected to discrimination prohibited by this policy, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000

2. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place
Room 601
Boston, MA 02108
(617) 994-6000

Springfield Office:
436 Dwight Street
Room 220
Springfield, MA 01103
(413) 739-2145

VI. Related Documents and Policies

A2	Sexual and Workplace Harassment Policy, HRP
HR Website	Tufts Medical Center's Affirmative Action Plans

Responsibility of:

Vice President of Human Resources

Author:

Paul F. Heffernan
Vice President, Human Resources

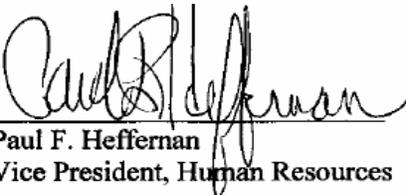
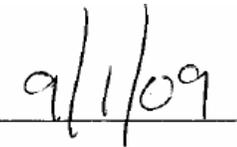
Date:

September 1, 2009



Policy Approval Signature Page

Policy Title: **Equal Employment Opportunity and Affirmative Action Policy**

Approval Signature/Title:  **Date:** 
Paul F. Heffernan
Vice President, Human Resources