Adirondack Health Institute

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Adirondack Health Institute ("AHI") reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

AHI has developed and maintained a written Affirmative Action Program (AAP). The Organization's Chief Executive Officer supports the affirmative action program and urges each employee to commit to carrying out the intent of this policy. AHI maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates. The EEO Administrator oversees the affirmative action plan development, modification, implementation, effectiveness, reporting requirements and conducts management updates. AHI invites any applicant and/or employee to review the Organization's written Affirmative Action Plan. This plan is available for inspection upon request during normal business hours at the Human Resources office.

As part of the Organization's commitment to this overall process, it will ensure all aspects of employment, including recruitment, selection, job assignment, training, compensation, benefits, discipline, promotion, transfer, layoff, and termination processes remain free of illegal discrimination based upon race, color, religion, sex, age, national origin, disability (as defined under Section 503 of the Rehabilitation Act of 1973), marital or domestic violence victim status, sexual orientation, gender identity, transgender status, genetic predisposition or carrier status, military or protected veteran status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974), familial status, prior arrest or conviction record, pregnancy or related conditions, known relation or association with any member of a protected class, or any other protected class, or any other protected characteristic as established by federal or state law. AHI ensures all employment decisions are based only on valid job requirements. Regular review helps ensure compliance with this policy.

The Organization will ensure that employees and applicants shall not be subjected to harassment due to their status described above, or any harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities; (1) filing a complaint with the Organization or with federal, state, or local agencies regarding status covered under this AAP, (2) assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute pertaining to the status covered under this AAP; (3) opposing any act or practice made unlawful by section 503 and/or VEVRAA, and (4) exercising any other right protected by section 503 and/or VEVRAA or its implementing regulations in this part.