

The University of Chicago Medical Center
Policy and Procedure Manual

Equal Employment Opportunity/Affirmative Action/Anti-Harassment and Discrimination

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Policy

The University of Chicago Medical Center (UCMC) provides equal employment opportunity to all applicants and employees without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital status, civil union status, national origin, ancestry, age, parental status, disabled status, veteran status, or any other legally protected classification, in accordance with applicable law.

UCMC is also committed to providing a professional, respectful and safe work environment that is free from harassment or discrimination on the basis of race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital status, civil union status, national origin, ancestry, age, parental status, disabled status, veteran status, or any other legally protected classification, in accordance with applicable law.

UCMC prohibits any form of unlawful harassment and will not tolerate discrimination against any employee by anyone, including co-workers, supervisors, patients, vendors, visitors, contractors or any other third party. The Senior Vice President, Chief Human Resources Officer or designee is the UCMC Affirmative Action Officer (AAO) and is responsible for the administration of the EEO policy and the affirmative action program.

Religious Discrimination

UCMC prohibits discrimination on the basis of religion. Employees may engage in appropriate religious expression in the workplace as permitted by law. Religious expression in the workplace may take the forms of certain types of dress or head covering, wearing jewelry, discussion of religion, or the display of religious items in an employee's immediate work area. The Medical Center will reasonably accommodate religious expression in the workplace unless to do so creates an undue hardship for the Medical Center, such as interfering with patient care or applicable legal requirements such as the prohibition against the wearing of jewelry in the OR, disrupting the workplace, imposing additional duties on co-workers, creating an impression that there is a preference for members of certain religions or if it could result in harassment or intimidation of others.

The reasonable accommodation process imposes responsibilities and obligations on both the employee requesting the accommodation and the Medical Center. For example, the employee seeking the accommodation is obligated to make the Medical Center aware of his or her need for religious accommodation. Once the request is made, the Medical Center will explore reasonable accommodations to address the employee's religious belief or practice. The employee seeking the accommodation is obligated to cooperate with the Medical Center's attempts to accommodate his or her request. The Medical Center is not obligated to provide the accommodation preferred by the employee, as long as the accommodation it does provide effectively eliminates any religious conflict.

An employee seeking a reasonable accommodation should first raise the issue with his or her supervisor. If, after discussion with the employee, the supervisor believes that the employee's religious expression in the workplace cannot be reasonably accommodated or the employee rejects the accommodation offered, the supervisor must consult Human Resources, or Employee and Labor Relations, before any final decision on the employee's request

is made. If a supervisor believes that an employee's religious expression is disruptive or harassing to others and, after discussing the matter with the employee, believes that the employee is not cooperating in an attempt to resolve the matter, the supervisor must bring the matter to the their designated Human Resources, or Employee and Labor Relations, before any adverse action is taken against the employee.

Definition

Employment refers to all terms, conditions, and privileges of employment including: Recruiting, Hiring, Probationary Periods, Training & Development, Job Assignments, Promotions, Rates of Pay and Benefits, Transfer, Educational Assistance, Layoff & Recall, Terminations, Retirement Programs, Supervision, Social & Recreational

Legal Requirements

EEO notices are posted throughout UCMC as required by law. All advertisements of UCMC position openings include a statement affirming that UCMC is an equal opportunity employer.

AAO Duties

The Senior Vice President, Chief Human Resources Officer or designee, is responsible for the following:

- developing an affirmative action program
- disseminating the EEO policy information
- periodically reviewing compliance with EEO regulations
- assisting in identifying problem areas
- investigating complaints promptly
- assisting management in arriving at solutions to problems
- serving as liaison between UCMC and enforcement agencies

Questions/Complaints

Questions and complaints concerning possible discrimination in employment and sexual harassment should be directed to Human Resources. Assistance will be provided in a confidential manner. If a supervisor believes that an employee's religious expression is disruptive or harassing to others and, after discussing the matter with the employee, believes that the employee is not cooperating in an attempt to resolve the matter, the supervisor must bring the matter to Human Resources, or Employee and Labor Relations, before any adverse action is taken against the employee.

Policy Compliance

All UCMC employees must act at all times in accordance with the letter and the spirit of UCMC's Anti-Harassment and Discrimination and Equal Employment Opportunity Statement. UCMC employees are responsible for helping to ensure that the workplace is free from all forms of prohibited discrimination and harassment.

Supervisors/directors should discuss this policy with their employees, promptly report any violations or suspected violations to Human Resources, or Employee and Labor Relations, and work to ensure that this policy is consistently enforced.

To help insure compliance with this policy, supervisors and managers should contact Human Resources, or Employee and Labor Relations, with questions or concerns about their employment decisions and the work environment that may result from those decisions.

THE UNIVERSITY OF CHICAGO MEDICAL CENTER STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT AND DISCRIMINATION

It is the policy of UCMC to recruit, hire, promote, compensate, and administer all employment practices and policies without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital status, civil union status, national origin, ancestry, age, parental status, disabled status, veteran status, or any other legally protected classification, in accordance with applicable local, state, and federal equal employment opportunity laws. It is UCMC's policy to hire and promote the most qualified applicants and to comply with all applicable laws.

This policy governs terms and conditions of employment, including but not limited to, policies and practices affecting recruitment, recruitment advertising, hiring, promotion, demotion, termination, transfers, reclassifications, selection for training, compensation, benefits, UCMC-sponsored educational and social/recreational programs, and all other aspects of employment. Similarly, UCMC's EEO and anti-harassment and discrimination policies extend to every aspect of the work environment, including abuse of email and all other forms of communication.

ANTI-HARASSMENT AND DISCRIMINATION

UCMC is committed to providing its employees with a professional work environment free from harassment, discrimination or any unwelcome conduct based on an individual's race, ethnicity, color, sex, religion, sexual orientation, gender identity, marital status, national origin, ancestry, age, disability, parental status, or any other legally protected classification.

UCMC has "zero tolerance" for such conduct. This commitment is in keeping with UCMC's P.R.I.D.E. Values, its equal employment opportunity policy and practices, and with applicable statutes and regulations. Violations of this policy will result in corrective action, up to and including termination of employment.

Any conduct, whether verbal, physical or visual, that creates a hostile, offensive, or intimidating work environment or that unreasonably interferes with an individual's work environment constitutes harassment under this policy. Harassment includes, but is not limited to, the following:

- Physical or verbal abuse (demeaning, insulting comments)
- Derogatory or off-color jokes or comments
- Slurs (racial, ethnic, religious, gender, age, etc.)
- Unwelcome physical contact of any nature
- Taunting or intending to provoke an employee
- Display or circulation of written materials or pictures (hard copy, via electronic mail, etc.) that are derogatory to employees, persons with disabilities or to racial, ethnic, religious or other protected groups
- Unwarranted and unfounded charges and complaints brought against a fellow employee with the intent to discredit, harass or in any way harm that employee
- Unwelcome and unsolicited sexual advances
- Requests for sexual favors used as a condition of employment or affecting any personnel decisions, such as hiring, promotion, transfer, performance reviews, or compensation
- Employment opportunities or benefits granted to one individual over another as a result of submission to or rejection of sexual advances.

UCMC prohibits any employee, co-worker, supervisor, manager, outside vendor, consultant, patient or resident, agent, officer, or director of UCMC from harassing any employee or applicant. UCMC views such actions as extremely serious misconduct. It is each employee's responsibility to ensure that these prohibited activities do not occur.

UCMC believes that harassing conduct or language directed at UCMC employees by outside vendors, consultants, patients/residents or their family members, visitors, independent contractors, etc. is an affront to UCMC's ethics, values, and practices. As representatives of UCMC, employees should state that harassing conduct or language violates UCMC policies. Similarly, employees are prohibited from engaging in any harassing conduct toward outside vendors, consultants, patients/residents or their family members, visitors, independent contractors, or others.

Any employee who feels that they have been or are being harassed, or have witnessed any conduct that is inconsistent with this policy, should immediately bring it to the attention of their department head, to Human Resources, or to the UCMC Compliance Resource Line at 1/877-440-5480. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process, consistent with the need to conduct a thorough investigation. After a determination has been made, UCMC will take decisive and appropriate remedial action. Retaliation against anyone who complains in good faith of harassment or discrimination, who provides information relating to such complaints, who otherwise cooperates in any harassment or discrimination investigation, or who otherwise pursues his/her rights under the law is in itself a violation of this policy. Employees who experience or witness any conduct that they believe to be retaliatory are to immediately follow the reported procedures stated above.

Senior Executive, Human Resources

The Senior Vice President and Chief Human Resources Officer supports and implements affirmative action programs and EEO policies in all employment procedures.

Interpretation, implementation and revision

Human Resources is responsible for the interpretation, implementation and revision of this policy.

Thomas Jackiewicz

University of Chicago Medical Center President and Health System Chief Operating Officer