



HEALTH RESEARCH INCORPORATED

| | |
|--|------------------------|
| Policy Title: | Document ID: |
| Affirmative Action Equal Employment Opportunity Policy | 5.00 |
| Division: | Department: |
| Corporate | Human Resources |
| Category: | Revised Date: |
| | 2022-05-23 |
| Approved By: | Effective Date: |
| Cheryl Mattox Executive Director | 2016-11-14 |

Policy:

Health Research, Inc. is committed to the principle of non-discrimination in all phases of our employment procedures and practices. Affirmative action, in the area of equal employment opportunity, is an extension of this commitment. Recruitment, hiring, training, promotions, compensation, benefits, layoffs and return to work practices must be handled without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability status, or other legally protected statuses, and we will ensure that all employment decisions are based only on valid job requirements.

Purpose/Scope:

In our effort to develop our Affirmative Action Program, we hereby reaffirm and formalize our commitment to the principles of equal employment opportunity.

Health Research, Inc.'s policy is to ensure equal employment opportunity for all, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, creed, age, disability, pregnancy-related condition, military or veteran status, marital or familial status, domestic violence victim status, citizenship status, genetic information, individual's relationship or association with a member of a protected category or any other basis protected by applicable state and federal law. While this document should not be considered an employment contract with Health Research, Inc., we view the principle of Equal Employment Opportunity as a vital element in the employment process and as a hallmark of good management.

In developing our Affirmative Action Program, we commit ourselves to:

- Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability status, or other legally protected statuses.
- Ensuring that promotion decisions are in accordance with equal employment requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensuring that all personnel transactions relating to compensation, benefits, discipline, transfers, terminations, training, and education are administered in a non-discriminatory manner.
- Ensuring that decisions relating to recruiting, hiring, training, and promotions are made in a non-discriminatory manner and are based only on valid job requirements.

- Ensuring that Health Research, Inc. will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.
- Achieving a representative work force, with respect to protected classes, by applying this policy to every decision-making opportunity in the organization.
- Developing established goals and timetables to correct any deficiencies over a reasonable period of time.

It is our desire that the combination of measurable goals and directed effort will make equal employment opportunity a fact at this facility.

In compliance with Executive Order 11246, the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974, we maintain written Affirmative Action Programs. The non-confidential elements of these Programs are available upon request, through the Human Resources Department during normal business hours.

Health Research, Inc. provides reasonable accommodation to known physical or mental limitations of qualified employees or applicants for employment, unless the accommodation would impose undue hardship.

Health Research, Inc. takes all necessary steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual because that individual has filed a complaint, furnished information, or assisted or participated in any manner in an investigation, compliance review, hearing or other activity related to the administration of this Policy.

We maintain an audit and reporting system to measure the effectiveness of our Affirmative Action Program and the implementation of this Policy.

Administration/Oversight:

Each manager and supervisor are responsible for ensuring that employment decisions comply with the principles of Title VII of the Civil Rights Act, the Equal Pay Act, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Executive Order 11246, the Americans with Disabilities Act, Executive Order 50, and the New York State Human Rights Law.

The Corporate Director of Human Resources serves as the Equal Employment Opportunity (EEO) Officer for Health Research, Inc. Each employee is responsible for bringing to the attention of the Corporate Director of Human Resources, or designee, any employment decision which an employee feels conflicts with existing laws, rules and/or regulations.

Each manager and supervisor will be held accountable for assisting in the fulfillment of this commitment by prompt execution of necessary preventive, corrective, and affirmative actions.

Distribution:

This Policy communicates the Executive Director for Health Research, Inc.'s support and commitment to Equal Employment Opportunity and Health Research, Inc.'s Affirmative Action Program. It is disseminated to all individuals upon employment and is available on our websites for reference.