

# Employment

## **Policy 001 Non-Discrimination/Equal Employment Opportunity**

MHC is an equal opportunity employer which does not discriminate in accordance with the ADA and FLSA and on any basis considered unlawful under Federal, State and/or Local laws including, but not limited to, age, marital status, color, race, religion, sex, national origin, sexual orientation, citizenship, disability, genetic information, or veteran status.

- All applications for employment will be considered without regard for any of the factors identified above.
- All employee benefits, privileges, promotions and corrective action measures shall be granted without regard for the factors identified above.
- All employee assignments shall be made without regard to the factors identified above as they relate to either residents or employees.

MHC encourages applicants and employees to report all perceived instances of discrimination or harassment. It is the policy of MHC to investigate such reports.

False and malicious complaints of harassment, discrimination or retaliation -- as opposed to complaints which, even if erroneous, are made in good faith -- may be cause for appropriate disciplinary action.

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to MHC (e.g. an outside vendor, consultant or client).

Conduct prohibited in these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, a referral to counseling and/or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, or any other action MHC believes is appropriate given the circumstances.

When an individual, for any reason, does not wish to address an alleged offender of this policy directly, or if such action does not successfully end the offensive conduct, that individual should discuss the situation with the Director of Human Resources. To facilitate a prompt and thorough investigation, we encourage that all concerns be outlined in writing and include a description of the incident or concern, relevant dates, witnesses and desired resolution. The Director of HR will investigate any instances of alleged harassment, discrimination or retaliation, first by interviewing all parties involved in the complaint, and then by taking responsive action (see examples above) after consulting with the Vice President of Human Resources. If you are not comfortable raising the issue with the Director of Human Resources, or if you are not satisfied with the manner in which your concern was handled, please contact the Vice-President of Human Resources.

**MHC prohibits retaliation against any individual who reports discrimination or harassment, or who participates in a discrimination or harassment investigation.** If you feel that you have experienced any form of retaliation for having raised a concern under this policy, please report your concern directly to the Vice-President of Human Resources.

Please see the Human Resource Bulletin Boards for additional EEOC information.