



Children's Hospital Colorado

MANUAL/DEPARTMENT	HUMAN RESOURCES
ORIGINATION DATE	JUNE 1980
LAST DATE OF REVIEW OR REVISION	JULY 2012
APPROVED BY	

TITLE: EQUAL OPPORTUNITY EMPLOYMENT

Page 1 of 2

PURPOSE

To establish guidelines for treatment of employees of Children's Hospital Colorado (Children's Colorado) and applicants for employment at Children's Colorado in accordance with federal, state and local laws regarding equal opportunity in employment.

GUIDELINE

- I. To the full extent required by federal, state and local law, Children's Colorado intends to provide equal employment opportunities to all employees and job applicants regardless age, ancestry, color, disability, gender expression, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status or any other non-job related characteristic, and to hire and retain the best-qualified individuals without regard to any of these factors.
- II. This guideline applies to all aspects of employment including, but not limited to, recruitment, selection, hiring, training and development, educational assistance, compensation and benefits, social and recreational programs and activities, promotion, demotion, disciplinary actions, discharge, job elimination, lay-off and recall from lay-off.
- III. Children's Colorado will make reasonable accommodations for qualified individuals with disabilities. Persons with disabilities who are in need of accommodations are encouraged to discuss their needs with their Manager, Human Resources or Occupational Health Services. When an employee or applicant requests a reasonable accommodation, Children's Colorado will engage in an interactive process with the employee or applicant to determine what, if any, accommodation is appropriate under the circumstances of the requestor. Failure to provide reasonable accommodation is a form of unlawful disability discrimination.

PROCEDURE

- I. Children's Colorado does not, and will not, permit employees to engage in unlawful discriminatory practices or unlawful discriminatory harassment involving patients, contractors, visitors or co-workers. All employees are expected to provide all services in a manner that is consistent with Children's Colorado standards as described above.

- II. Responsibility

To ensure that this guideline is followed, Management and Administration are expected to:

- A. Support, without reservations, Children's Colorado Affirmative Action/Equal Opportunity program. Leaders who do not comply with these programs will be subject to disciplinary action up to, and including, termination of their working relationship with Children's Colorado.

- B. Familiarize themselves with this guideline and any information distributed by Human Resources regarding equal employment opportunity or applicable anti-discrimination laws.
- C. Communicate and explain the guideline to the persons whom they supervise in their respective departments.
- D. Consider the requirements of applicable laws regarding equal employment opportunity when carrying out their management responsibilities.
- E. Promptly report problems or concerns regarding compliance with these guidelines to Human Resources.
- F. Human Resources will work to facilitate compliance with applicable laws by addressing equal employment opportunity when developing policy statements or guidelines, internal and external communications, and assisting management in hiring and other employment-related decisions.
- G. As appropriate, Human Resources will investigate employee concerns regarding equal employment opportunity. Recruiting resources will be informed of Children's Colorado position regarding equal employment opportunity and will be advised to actively recruit and refer all qualified individuals for employment opportunities. All employment advertising shall include the phrase "Equal Opportunity Employer" in reference to Children's Colorado.
- H. No reprisal or retaliation of any kind will be taken against any individual for making a bona fide complaint about discrimination, or for participating in any investigation of such a complaint, or for requesting a reasonable accommodation.

RELATED DOCUMENTS/REFERENCES

[Discrimination/Harrassment guideline](#)

[Recruitment and Selection guideline](#)

Genetic Information Nondiscrimination Act (GINA) of 2008

REVIEWED BY

Human Resources Guideline Committee
Senior Management and Executive Team

