

**POLICY: AFFIRMATIVE ACTION POLICY
(GENERIC)**

I. POLICY

OHI shall provide equal opportunity in employment without regard to race, color, religion, age, national origin, sex, gender identity, sexual orientation, ancestry, creed, politics, physical or mental handicap or other legally protected status, except where age or sex is a bona fide occupational qualification, and further except where a handicap manifestly disqualifies an application.

In addition, OHI shall take affirmative action to insure that applicants and employees are treated equally without regard to the aforementioned characteristics. To carry out this policy, OHI shall make sure that persons are recruited, employed, trained, transferred, or promoted for all positions without regard to the above characteristics. Placement decisions shall be based solely on the appropriate match of an individual for the position in question and the requirements for such a position.

All other human resources decisions and actions, including but not limited to direct compensation, employee benefits, transfers, promotions, layoffs, return from layoffs, in-service or OHI sponsored training, and administration of other employee benefits hereafter shall be executed in a manner that results in no discrimination.

Pursuant to Executive Order 11246 – Section 503 and 38 U.S.C. 4212, Medicare and Medicaid reimbursement does not constitute contracts within the meaning of contract compliance. Therefore there is no obligation to develop and maintain an affirmative action plan.

II. PROCEDURES

1. A copy of this policy shall be posted in the business offices and shall be in all policy manuals to ensure that employees, families, and the public have access to the policy.
2. A copy of OHI's assurance agreement with Farmers Home Administration shall be on file in the business offices.
3. The President & CEO of OHI shall be ultimately responsible for implementation of Affirmative Action Plan.
4. The Manager of Human Resources shall be appointed as the Affirmative Action Officer, and shall report all findings directly to the President & CEO.
 - a. Overall responsibility for administration of this plan shall rest with the Manager of Human Resources.
 - b. The Manager of Human Resources shall be responsible for monitoring the Affirmative Action Policy.
 - c. The Manager of Human Resources shall also be the person to contact if a person believes he/she has been unjustly or unfairly treated in accordance with this policy.
5. OHI believes that every employee of OHI must actively support its affirmative action efforts if the program is to be truly successful. OHI encourages this participation in promoting equal opportunity for all.
6. OHI shall ensure that its policy of affirmative action is disseminated through internal and external communications to guarantee the widest possible exposure.
7. An official general policy statement shall be included in the human resources policies. A copy of the Affirmative Action Plan shall be provided for all employees upon initial employment and updated as needed.
8. All mandated changes in regulations pertaining to equal opportunity and affirmative action shall be provided in convenient locations for all employees to review.
9. Consultation shall be provided to supervisors to explain the intent of the policy and their

- individual responsibility for its effective implementation.
10. Supervisors shall be expected to occasionally discuss the Affirmative Action Policy with their employees.
 11. All managers shall be provided written information for compliance with this policy and shall be trained.
 12. Written or oral notification of the policy shall be made to all recruiting sources.
 13. The statement "OHI is an equal opportunity employer" shall be included in all employment advertising.
 14. OHI shall comply with all equal employment opportunity requirements specified in procurement and other applicable regulations. All subcontracts shall contain either the equal opportunity clause by full text or reference to it.
 15. The President & CEO of OHI shall have overall responsibility for implementation of OHI's Affirmative Action Plan. In executing this assignment, the President & CEO shall be supported and assisted by the Affirmative Action Officer to whom most of these responsibilities are delegated. Such responsibilities shall include but shall not be limited to the following:
 - a. Analyzing the entire work force by race and sex in job groups in Equal Opportunity Employment (EEO) job categories.
 - b. Developing an applicant flow chart which details by race and sex, those people who have applied for positions. A review of the qualifications of employees and perspective employees to insure that minorities, women, and persons with handicaps are given full opportunities for consideration.
 - c. Keeping all employees informed of the latest developments in the equal employment and opportunity area.
 - d. Managing the affirmative action plan under the direction of the President & CEO.
 - e. Maintaining records, reports, and documents relating to the recruitment, hiring, placement, disciplinary action, promotion, demotion, transfer, termination, and any other personnel actions.
 - f. Serving as a liaison between OHI and the enforcement agencies, minority organizations, women's organizations, and community action groups concerned with employment opportunities.
 16. Complaint Procedure
 - a. Any complaints in regard to compliance with the above may be filed in writing with the Affirmative Action Officer.
 - b. The Affirmative Action Officer shall investigate any and all complaints in alleged discrimination contrary to the affirmative action policy.
 - c. The Affirmative Action Officer shall prepare a report of his/her findings for the President & CEO or within 15 days. In the event the complaint involves the President & CEO, the report shall be filed with the President of the Board of Directors.
 - d. The President & CEO shall review the written report and respond in writing of his/her decision within 15 days, or in accordance with any outside agency requirements.
 - e. The Affirmative Action Officer shall maintain a record of all complaints, the procedures followed, and the resolution or disposition thereof.

Revised 3/11/91: MRW; Revised 5/6/91: MRW; Approved 6/7/91: Professional Policy Group; Approved 8/1/91: Board of Directors; Final Adoption Date: September 30, 1991. Rev. 12/11/97 MRW; Final Adoption Date 1/1/98. Rev. 8/23/01 MRW; FAD 9/15/01. Rev. 4/8/18 MH/Board Policy and Personnel Committee; Rev. 4/15/18 MRW; Approved Board Policy and Personnel Committee 5/2/18; Approved Board of Directors 5/3/18; FAD 5/4/2018.

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