

Notice to Employees

RCHSD and CSSD are Government contractors subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 (Section 503), and the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) and the implementing regulations, and as such, maintains confidential information about employees' race, ethnicity, disability, and veteran status. Employees may identify themselves with more than one race, and beginning in 2014, new regulations allow employees to self-identify as individuals with a disability or as protected veterans.

If you would like to update information about your race, ethnicity, disability, or veteran status, please visit our Human Resources Department during normal business hours. Such information will be kept confidential and shall not be used in retaliation.

Disclosure of this information is **voluntary** and will be kept **confidential** as is required by law.

Veterans and Individuals with Disabilities

RCHSD and CSSD are Government contractors subject to the Vietnam Era Veterans' Readjustment Act of 1974, as amended, and Rehabilitation Act of 1973, as amended, which require Government contractors to take affirmative action to employ and advance in employment veterans and individuals with disabilities. Our CEOs support our company's affirmative action program. If you are a veteran or an individual with a disability and would like to be considered under the affirmative action program, you may notify the Human Resources Department.

This notice is intended to be accessible to all applicants and employees. If this notice is not accessible, we will provide you with an accessible notice. The Affirmative Action Plan is available for your review, during normal business hours, in our Human Resources Department.



Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal:
<https://publicportal.eeoc.gov/Portal/Login.aspx>

Call 1-800-669-4000 (toll free)
1-800-669-6820 (TTY)
1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor 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. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP
1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp



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	TRACKING #: EPM 11-31	
	TITLE: EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMITIVE ACTION COMMITMENT	
PERFORMED BY All Staff		

1.0 PURPOSE

1.1. To communicate Rady Children’s Hospital and Health Center (“Rady Children’s”) commitment to equal employment opportunity and affirmative action.

2.0 POLICY

- 2.1 Rady Children's is firmly committed to Equal Opportunity Employment (EEO) and to compliance with all federal, state, and local laws, rules, or regulations that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, sexual orientation, gender identity, disability, protected veteran status, and other protected classifications. This policy applies to all employment and personnel decisions including, but not limited to, recruiting, hiring, training, promotions, transfers, compensation pay practices, benefits, access to training, education, layoffs, disciplinary actions, and terminations.
- 2.2 Rady Children’s is also committed to taking affirmative action to hire and advance historically underrepresented groups and women as well as qualified individuals with disabilities and protected veterans.
- 2.3 We invite employees and applicants who are with disabilities or protected veterans and who wish to be included under our Affirmative Action Program to self-identify as such with the EEO Coordinator at any time. This self-identification is strictly voluntary and confidential and refusal to provide it will not result in any adverse action or retaliation.
- 2.4 Employees of and applicants to Rady Children’s will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have: (1) engaged or may engage in filing a complaint; (2) assisted or participated in a compliance review, investigation, or hearing or any other activity related to the administration of any

- federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other right protected by federal, state, or local law requiring equal opportunity.
- 2.5 To ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of Rady Children's, the HR Compliance Manager has been assigned as the EEO Coordinator. One of the EEO Coordinator's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the Rady Children's programs and to ensure compliance with its equal opportunity policy.
 - 2.6 Written Affirmative Action Programs have been developed which sets forth the policies, practices and procedures that the Rady Children's is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished.
 - 2.7 The Affirmative Action Program for qualified individuals with disabilities and qualified protected veterans is available for inspection by any employee or applicant for employment upon request, between usual business hours by contacting HR Compliance Manager. Any questions should be directed to leadership, Human Resources, or EEO Coordinator.
 - 2.8 The President/CEO of Rady Children's is committed to the principles of Affirmative Action and Equal Employment Opportunity.

Date Written: April 2022

Supersedes Policy Dated -May 2020