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<b>Subject</b>	Equal Employment Opportunity / ADA
<b>Index Number</b>	HR-100
<b>Section</b>	Employment
<b>Subsection</b>	General
<b>Category</b>	Human Resources
<b>Contact</b>	Perez-Guerra, Frank

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### References

Equal Employment Opportunity - Executive Order 11246, as amended; The Rehabilitation Act of 1973; Americans with Disabilities Act Amendments Act (ADAAA); Title VII of the Civil Rights Act of 1964; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Equal Pay Act; Wisconsin Fair Employment Law; Wisconsin State Statute s.111.32(13m); Minnesota Statutes 177 and 181; Iowa Civil Rights Act; Office of Federal Contract Compliance Programs

### Applicable To

All employees, residents/students, staff, and potential employees of GUNDERSEN LUTHERAN.

### Detail

It is the policy of GUNDERSEN LUTHERAN to provide equal employment opportunities to all employees, residents/students, staff, and applicants for employment.

GUNDERSEN LUTHERAN is expressly committed to promoting and maintaining nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the organization without regard to race, color, creed, religion, sex, ancestry, national origin, gender, age, disability, developmental disability, physical condition, pregnancy, military or veteran status, sexual orientation, arrest or conviction record, marital status, genetic testing, and any other status protected by State or Federal Law. This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, training, layoff and return from layoff.

GUNDERSEN LUTHERAN is committed to developing affirmative action plans and working to achieve a balanced workforce. GUNDERSEN LUTHERAN complies with all applicable laws and regulations related to nondiscrimination in employment. All employment actions, programs, and facilities will be administered in accordance with equal opportunity policies.

GUNDERSEN LUTHERAN employees with:

- a physical or mental impairment that substantially limits one or more major life activity,
- a record of such an impairment, or
- are regarded as having such an impairment

are entitled to protection from discrimination under the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act Amendments Act, Wisconsin state law and applicable regulations. Qualified individuals with a disability may be entitled to reasonable accommodation to overcome

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disability-related limitations and allow for safe and satisfactory performance of the essential functions of their jobs.

If a person would like to self-identify as a person with a disability and would like to request an accommodation, they may contact a Human Resource Operations Manager (HROM) who will complete an accommodation analysis using an Accommodation Worksheet that has been developed specifically for this process.

**Inquiries and Complaints:**

Any inquiries or complaints concerning the application of the Americans with Disabilities Act Amendments Act (ADAAA); Title VII of the Civil Rights Act of 1964; Executive Order 11246 as amended, the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to GUNDERSEN LUTHERAN shall be directed to Human Resources.

**Implementation**

1. In working toward the implementation of this policy, GUNDERSEN LUTHERAN will state its position as an equal opportunity employer on its website and in all print solicitations and advertisements for employment vacancies placed by, or on behalf of, GUNDERSEN LUTHERAN.
2. Further, GUNDERSEN LUTHERAN will consider, through appropriate and designated procedures, complaints or grievances of any individual who has reason to believe that he or she has been affected by prohibited discrimination.
3. Employees, residents/students, and staff with questions or concerns about actual or potential discrimination in the workplace are encouraged to bring them immediately to the attention of Human Resources. Retaliation against employees, residents/students, and staff who raise such questions or concerns is expressly prohibited.
4. Employees, residents/students, and staff who engage in unlawful discrimination or retaliation are subject to disciplinary action up to and including termination of their employment.
5. Employees, residents/students, and staff who require reasonable accommodation because of a disability are encouraged to contact their next level leader or Human Resource Operations Manager (HROM). If the employee, resident/student or staff is a qualified individual with a disability, a reasonable accommodation(s) will be provided.

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**RESPONSIBILITY:**

The Director, Employee and Labor Relations has been appointed Equal Employment Opportunity Officer and is responsible for the planning and implementation of GUNDERSEN LUTHERAN'S affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities.

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**Human Resources:**

Responsible for ensuring that GUNDERSEN LUTHERAN'S policies and procedures support the intent of GUNDERSEN LUTHERAN'S equal employment opportunity statement.

**Managers, Supervisors:**

Responsible for ensuring that their employment related practices and decisions comply with all state, federal, and local laws and regulations relating to equal employment opportunities.

**Employees, Residents/Students, Staff:**

Every employee of GUNDERSEN LUTHERAN is expected to support the Equal Employment Opportunity policy.