



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: AFFIRMATIVE ACTION POLICY

POLICY NUMBER: 00004

REVIEWED & REVISED: 05/01/2012

POLICY:

The Hektoen Institute, L.L.C. assures Equal Employment Opportunity in all its policies regarding: recruiting, compensation, hiring, other benefits, transfers, training, promotions, and layoff and recall practices. These policies will be administered without regard to race, color, creed, religion, ancestry, national origin, age, handicap, military status, sexual orientation, sex (except where sex is a bona fide occupational qualification), marital status, affectional or sexual preference, or political or union affiliation. Hektoen will give full consideration to the employment of disabled or handicapped persons on work they are qualified to do.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

In order to ensure success of Equal Employment Opportunity, Hektoen believes that an extraordinary effort is required to prevent discrimination and eliminate it within the organization, thereby encouraging initiative and personal leadership by individuals. We want to meet this challenge in a positive and constructive spirit. It is the responsibility of each member of management to give this non discrimination policy full support through inspirational leadership and personal example. In addition, it is the duty of every employee of Hektoen to create a work environment that is conducive to our non- discrimination policies. Violations of this Affirmative Action Program will be met with appropriate action.

GUIDELINES:

The following provides Hektoen policies and practices of the Affirmative Action Plan:

Recruitment

For all job categories, Hektoen will consider all qualified applicants: minority groups, women, and handicapped workers. All recruiting sources used by Hektoen will be advised by the content of this policy and will be urged to refer qualified minority group applicants and women. All solicitation advertisements will state that Hektoen is an Equal Opportunity Employer.

Harassment

The Hektoen Human Resources will conduct a thorough investigation of all complaints. Due to the nature of this type of investigation, Human Resources will make every effort to protect employee confidentiality. However, information may be provided on a need-to-know basis in order to thoroughly investigate the complaint. A request for confidentiality does not negate the obligation of any supervisor or manager to report allegations of harassment. The reporting of harassment and/or the participation in a harassment investigation is protected activity for which there shall be no retaliation. Anyone who engages in retaliation may be subject to disciplinary action up to and including discharge.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR