



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY

POLICY NUMBER: 00003

REVIEWED & REVISED: 05/01/2012

POLICY:

Hektoen believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment, and/or promotion because of race, creed, color, national origin, age, sexual orientation, or sex. The above statement also includes the qualified disabled.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

It is the policy of Hektoen to provide equal employment opportunity to all individuals regardless of race, creed, color, religion, sex, age, national origin, disabilities, veteran status, sexual orientation, marital status, military status, or any other characteristic protected by state or federal law. Hektoen is strongly committed to this policy, and believes in the concept and spirit of the law.

Hektoen believes in and practices equal opportunity and affirmative action. The Human Resources Department serves as the Equal Opportunity Coordinator and has overall responsibility for ensuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and affirmative action and assisting Hektoen in meeting its objectives.

GUIDELINES:

To implement this policy, Hektoen Institute

- A. Stipulates to all employment agencies and other recruiting resources, including newspapers, magazines and journals with which the Hektoen Institute does business, that it is an Equal Opportunity Employer;
- B. Considers employees for promotion and advancement in accordance with this policy.

Employees who believe they have been discriminated against in terms of compensation, educational opportunities, advancement, or disciplinary action are encouraged to discuss the matter openly with their supervisors and/or the Division Director or to seek redress through the grievance procedure.

Approved by: [Signature] Date: 4/10/12

Job Title: ADMINISTRATOR