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Owner:	<i>Lynne Kornblatt: Vice President, Human Resources & CHRO</i>
Policy Area:	<i>Personnel</i>
References:	<i>Organization Wide</i>

Equal Employment Opportunity

Policy

The Seattle Cancer Care Alliance is an Equal Employment Opportunity organization and does not discriminate against any person in matters of employment, including application for or admission in employment, treatment or participation in Alliance programs and benefits on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or other characteristic protected by applicable state, federal, or local laws. This non-discrimination policy applies to all staff levels within the organization.

The Alliance will provide reasonable accommodations to any employee or applicant with a disability, unless providing such an accommodation would impose an undue hardship on the Alliance. Any employee believing an accommodation is needed to apply for or to perform a job must inform his or her supervisor of the existence of the disability and the need for an accommodation. The department and the employee, with the assistance of the Human Resources Department, will explore possible accommodations. The employee's department with the assistance of the Human Resource Department, will determine the reasonableness of possible accommodations and whether an accommodation would impose an undue hardship on the Alliance, as well as implement any accommodation deemed appropriate.

The Alliance has established an Affirmative Action Program that requires the support and participation of all managers and supervisors. All heads of administrative and scientific programs, and others, who have hiring authority, are responsible for affirmatively seeking to hire qualified minority group men and women at all levels. The Alliance will also attempt to influence those who provide goods and services to the Alliance to establish equal opportunity programs at their facilities.

To assure that the Equal Employment Opportunity Policy and Affirmative Action Program are properly administered, the Vice President, Human Resources, or a person designated by the Vice President, Human Resources, serves as the Equal Employment Opportunity Officer (EEO Officer) for the Alliance. The Equal Employment Officer is responsible for:

1. Developing equal employment opportunity policies and procedures, affirmative action programs, and communications techniques;
2. Assisting managers in identifying and solving problems related to equal employment opportunity;
3. Monitoring compliance with the EEO policy and the implementation of affirmative action programs;
4. Keeping management informed of the total EEO area;
5. Acting as liaison with any enforcement agency; and

6. Making reports available.

The Alliance 's Affirmative Action Program may be reviewed by employees and applicants by appointment with the EEO Officer in the Human Resources Department. Employees who wish to self-identify as Vietnam Era veterans, disabled veterans, or individuals with a disability, should contact the EEO Officer.

Any questions or comments about this policy or complaints arising from its administration should be directed to the Vice President, Human Resources.

Disclaimer

The Personnel Policies and Procedures, read together or individually, do not constitute a contract of employment. Please see [Introduction and Purpose](#) for more details.

Attachments:

No Attachments

Approval Signatures

Approver	Date
Alphonso Emery: Dir Revenue Cycle Mgt	11/8/2017
Suzanne McCoy: Dir Corporate Integrity Prog	11/8/2017
Katie Maletich: Dir Quality & Safety	11/7/2017
Mari Schwab: Employment Counsel	10/30/2017
Lisa Ta: Admin Asst	10/30/2017
Diane Chernis: Admin Coord II [AE]	10/30/2017
Alphonso Emery: Dir Revenue Cycle Mgt	10/30/2017

