

3.110 RCUH Equal Employment Opportunity

I. Policy

The RCUH is an equal employment opportunity/affirmative action employer. It is the policy of the RCUH to afford equal employment opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, pregnancy, arrest and court record, marital status, or status as a disabled veteran or veteran of the Vietnam Era. We require all employees (including supervisors) to comply with EEO and Affirmative Action Program requirements to ensure the workplace is free from all forms of discrimination. The RCUH conducts training and education programs to educate all of its employees about EEO and sexual harassment. Training is made available to all RCUH employees (e.g., regular status, temporary, intermittent, student, volunteers, etc.) and is a requirement for continued employment with the RCUH.

Retaliation Is Prohibited: The RCUH prohibits retaliation against any individual who has filed a charge of discrimination, participated in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

II. Responsibilities

A. RCUH Employee

1. Complete EEO/Sexual Harassment Training at least once every two (2) years. EEO/Sexual Harassment Prevention Training for Employees (estimated training time: 75 minutes) and Supervisors (estimated training time: 100 minutes) are available online in the RCUH Training Portal. If you need access to the [RCUH Training Portal](#), please register [here](#) or contact RCUH Corporate Services at rcuh@rcuh.com.
2. Complete [RCUH EEO Complaint Form](#) if employment discrimination has taken place.

B. Principal Investigator

1. Complete EEO/Sexual Harassment Training for Supervisors (estimated training time: 100 minutes) available online in the [RCUH Training Portal](#). If you need access to the RCUH Training Portal, please register [here](#) or contact RCUH Corporate Services at rcuh@rcuh.com.
2. If requested, participate in a confidential investigation relating to the complaint.

III. Applications

This policy applies to all RCUH employees and supervisors regardless of employment category, status, or FTE. It also applies to job applicants, former employees, and participants in a training or apprenticeship program.

IV. Details of Policy

Situations in Which the EEO Policy Applies – This policy applies to all phases of recruitment, selection, hiring, placement, transfer, promotion, compensation, benefits, education, and training programs, employee activities, and all other decisions affecting any employee or applicant.

- A. **EEO/Sexual Harassment Policy Training is Mandatory** –All RCUH employees (regardless of employment type) and supervisors of RCUH employees must complete training at least once every two (2) years.
- B. **Employees May File an EEO Complaint** – If an employee feels he/she is a victim of employment discrimination and/or retaliation, the employee may file an EEO complaint. Upon receipt of the complaint, the RCUH will conduct a fact-finding investigation.
- C. **Employees May Also File Complaints with External Agencies** – Complaints may also be filed with external EEO enforcement agencies (i.e., Equal Employment Opportunities Commission (EEOC) and/or Hawaii Civil Rights Commission (HCRC)), provided they meet the time limitations for each agency:

General Rule – All claims that fall under the EEOC (Federal) law are subject to the 300-day statute of limitations. If your claim falls under the HCRC (state) law, the statute of limitations is 180 days. However, if your claim involves harassment and/or hostile work environment, you may be subject to a period beyond the regular statute of limitations under the continuing violation doctrine (ongoing violation of discrimination and/or harassment).
- D. **EEO Posting Requirements** – Principal Investigators must post the [Equal Employment Opportunity Policy Statement](#) and “[EEO is the Law](#)” poster in a location readily accessible by employees.

V. Procedures

- A. **Complainants Must Complete an EEO Complaint Form** – Employment discrimination complaints may be filed by completing the [RCUH EEO Complaint Form](#), which must be submitted to the RCUH Director of Human Resources.
- B. **RCUH Will Conduct a Fact-Finding Investigation** – Upon receipt of the complaint, the RCUH will conduct a fact-finding investigation. The determination process will be completed within a reasonable period (i.e., up to 45 working days from date complaint was received). If an extension is necessary, the RCUH investigator will contact the Charging Party and Respondent.
- C. **Complainants May Withdraw From Filing a Complaint** – A complainant who desires to withdraw his/her complaint under this section shall complete the [RCUH Withdrawal of Complaint and Release](#).

VI. Contact

RCUH Human Resources Director: (808) 956-6965
rcuhhrdirector@rcuh.com

VII. Relevant Documents

[RCUH EEO Complaint Form](#)

[RCUH Withdrawal of Complaint and Release](#)

[Equal Employment Opportunity Policy Statement](#)

[EEO is the Law Poster](#)

www.rcuh.com

[Policy 3.920 Federal and State Posting Requirements](#)

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