

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, reproductive health decision, citizenship, gender identity or expression, domestic or sexual violence victim status, military/veteran status, or other grounds protected under applicable federal and state laws, except as permitted by law. 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 and harassment. 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 complaint of discrimination or harassment, has provided information related to such complaints or who has participated in an investigation of discrimination or harassment.

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 and Supervisors 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. If requested, participate in a confidential investigation relating to the complaint.
3. Complete [RCUH EEO Complaint Form](#) if employment discrimination has taken place.

B. Principal Investigator

1. Complete EEO/Sexual Harassment Training for Supervisors 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.
3. Complete [RCUH EEO Complaint Form](#) if employment discrimination has taken place.

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 Policy Applies – This policy applies to all phases of recruitment, selection, hiring, placement, transfer, promotion, compensation, benefits, leaves of absence, discipline, termination, education, and training programs, employee activities, and all other decisions affecting any employee or applicant. Additionally, all RCUH

equipment, including computers, e-mail, and telephones, must be used in accordance with this Policy.

- 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. Prohibited Conduct – Any abusive, intimidating, hostile, offensive, or other unwelcome verbal, non-verbal, or physical conduct based on a person’s race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, pregnancy, arrest and court record, marital status, reproductive health decision, citizenship, gender identity or expression, domestic or sexual violence victim status, military/veteran status, or other grounds protected under applicable federal and state laws, except as permitted by law may violate this policy. Such conduct is prohibited in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful discrimination or harassment. For example, even if a stray remark regarding an individual’s protected status might not constitute unlawful harassment, such a remark still constitutes a violation of this policy. When such conduct is so severe or pervasive that it creates an intimidating, hostile or offensive work environment or unreasonably interferes with an employee’s work performance, the conduct may violate not only RCUH policy, but also federal and/or state or local law. Because reasonable people may have differing views of what constitutes harassment and what behavior may be unwelcome, employees should avoid any conduct that may reasonably be perceived as a violation of this policy.
- C. Employees May File an EEO Complaint – If an employee feels he/she is a victim of employment discrimination, harassment, and/or retaliation, the employee may file an EEO complaint. Upon receipt of the complaint, the RCUH will conduct a fact-finding investigation. See RCUH Policy 3.120 Sexual Harassment for information related to filing a complaint related to sexual 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 and harassment complaints may be filed by completing the [RCUH EEO Complaint Form](#), which must be submitted to the RCUH Director of Human Resources at rcuhhrdirector@rcuh.com or RCUH Human Resources at rcuhhr@rcuh.com. Complaints may also be made verbally to the RCUH Director of Human Resources.
- B. Reports may also be filed by individuals witnessing conduct that violates this policy, by contacting the RCUH Director of Human Resources or RCUH Human Resources.
- C. Employees need not, and should not, wait to report violations or suspected violations of this policy until they believe it has become severe or pervasive or a violation of law. RCUH intends to stop any inappropriate conduct before it rises to the level of a violation of law.

- D. RCUH Will Conduct a Fact-Finding Investigation – Upon receipt of the complaint, the RCUH will conduct a fact-finding investigation. The investigative 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 notify the complainant.
- E. Complainants May Withdraw From Filing a Complaint – A complainant who desires to withdraw his/her complaint shall complete the [RCUH Withdrawal of Complaint and Release](#). However, RCUH may still conduct an investigation into the allegations.
- F. Violation of this policy may result in severe disciplinary action, up to and including termination of employment.

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](#)

VIII. Related Policies/Links

[3.120 Sexual Harassment](#)

Date Revised: 04/03/2017, 04/12/2017, 08/08/2017, 10/27/2017, 07/17/2018,
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