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<b>SUBJECT:</b>	Equal Employment Opportunity
<b>POLICY NO:</b>	VII:02
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 2
<b>EFFECTIVE DATE:</b>	August 1, 1992
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that all employees and applicants for employment should be treated equally in all employment practices and conditions of employment. Therefore, it is the policy that HHRI will not discriminate against any employee or applicant for employment because of race, color, creed, religion, gender (including pregnancy, gender identity, and sexual orientation), familial status, family medical history or genetic information, disability, age, national origin, marital status, status with regard to public assistance, membership or activity in a public commission, protected veteran status, or other non-merit based factors.

Further, HHRI will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee, or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with HHRI's legal duty to furnish information.

II. PROCEDURE:

This policy will apply in all dealings with applicants and employees and will include hiring, promotion, transfer, demotion, selection for training, recruitment, advertising, layoff, termination and/or disciplinary actions. The above policy also applies to compensation and all other conditions or privileges of employment. The only exception to this policy is where it would conflict with federal, state, or local laws or regulations.

Any employee who uses race, color, creed, religion, gender (including pregnancy, gender identity, and sexual orientation), familial status, family medical history or genetic information, disability, age, national origin, marital status, status with regard to public assistance, membership or activity in a public commission, protected veteran status, or other non-merit based factors to discriminate against another employee or applicant will be subject to disciplinary action or termination.

An employee who feels that he/she has been discriminated against on any of the above areas should report this immediately to the Human Resources Department.

III. RESPONSIBILITY:

- A. The Human Resources Department will display posters provided by federal and state government offices in prominent locations.
- B. The statement "Equal Opportunity Employer: Minorities, Women, Veterans, & Individuals with Disabilities" will be included in all recruitment advertising.
- C. Required reports with federal and state government agencies will be prepared and filed.



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- D. All recruiting sources, including private employment agencies, will be advised on an annual basis of the Company's E.E.O. policy and their obligation to refer qualified applicants in accordance with the HHRI policy.