

Policy Title: Equal Employment Opportunity and Affirmative Action	Policy Number: NATL.HR.003
Owner Department: Human Resources	Effective Date: 3/18/10
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1.0 Policy Statement

- 1.1 Employment by Kaiser Permanente (KP) is based on merit, qualifications, and competence. Employees and applicants will not be discriminated against on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, age, physical or mental disability, veteran status, sexual orientation, genetic information or other status protected by applicable federal, state or local laws or by corporate policy. (See Protected Status by State Addenda.)
- 1.2 Additionally, KP strives to provide a work environment free of harassment and will not tolerate any kind of unlawful or otherwise prohibited harassment, including sexual harassment, of employees or applicants. (See NATL.HR.005, Commitment to a Harassment-Free Work Environment.)
- 1.3 This policy applies to all terms, conditions and privileges of employment including, but not necessarily limited to: recruitment, hiring, rates of pay and/or benefits, job assignments, promotion, training, transfer, and termination. Any violation of this policy may result in corrective/disciplinary action.
- 1.4 KP policy, as well as applicable federal and state laws, prohibit retaliation, intimidation or reprisal against applicants and employees who file complaints and/or who cooperate with or participate in any procedures or investigations related to complaints of discrimination and/or harassment. Therefore, employees should object to discrimination and harassment prohibited by this policy and report violations without fear of reprisal or retaliation. If it is determined that an employee has committed acts of retaliation in response to the actual or perceived filing of a complaint or participation in the investigation of a complaint under this policy, that person will be subject to disciplinary action up to and including termination of employment.

2.0 Purpose

n/a

3.0 Scope/Coverage

This policy applies to all employees and applicants for employment with any of the following entities (collectively referred to as "Kaiser Permanente"):

- 3.1 Kaiser Foundation Health Plan, Inc. and Kaiser Foundation Hospitals (together, KFHP/H);
- 3.2 KFHP/H's subsidiaries;
- 3.3 The Permanente Medical Group (TPMG) [NOTE: This policy does not apply to physicians, podiatrists, and Vice Presidents of TPMG, who are covered by separate TPMG policies]; and
- 3.4 Southern California Permanente Medical Group (SCPMG) [NOTE: This policy does not apply to physicians of SCPMG].

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4.0 Definitions

n/a

5.0 Provisions

5.1 Responsibility

5.1.1 All personnel having the authority to recruit, employ or discharge personnel or to effectively influence conditions of employment are responsible for complying with this policy in their respective areas of responsibility.

5.1.2 Each local Human Resources Department is responsible for the facilitation and administration of the Affirmative Action Program, as well as the communication to all supervisors and managers of their responsibilities under the policy.

5.2 Each supervisor or manager is responsible for being familiar with this policy and NATL.HR.004, Equal Employment Opportunity Internal Complaint Procedure. Each supervisor is also held accountable for ensuring a work environment free of discrimination prohibited by this policy and prohibited harassment in accordance with NATL.HR.005, Commitment to a Harassment-Free Work Environment.

5.3 Consistent with applicable federal and state laws, KP provides reasonable accommodation for disabled employees and applicants. Applicants and employees who need an accommodation can contact their local Human Resources representative and/or their manager.

5.4 Affirmative Action Programs are initiated and implemented to promote equal employment opportunity throughout the organization. Such programs include new and/or improved approaches to the effective recruitment, training, placement, and promotion of females, members of minority groups, disabled individuals including disabled veterans, veterans of the Vietnam era, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. KP reaffirms its commitment to Equal Employment Opportunity and Affirmative Action on an annual basis.

6.0 References/Appendices

6.1 Intent of HR Policies

6.2 NATL.HR.005, Commitment to a Harassment-Free Work Environment

6.3 NATL.HR.004, EEO Internal Complaint Procedure

6.4 NATL.HR.027, Job Accommodation

6.5 Protected Status—California Addendum

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- 6.6** Protected Status—Colorado Addendum
- 6.7** Protected Status—District of Columbia Addendum
- 6.8** Protected Status—Hawaii Addendum
- 6.9** Protected Status—Maryland Addendum
- 6.10** Protected Status—Ohio Addendum
- 6.11** Protected Status—Oregon Addendum
- 6.12** Protected Status—Virginia Addendum
- 6.13** Protected Status—Washington Addendum

7.0 Approval

Update approval, 3/18/10

In accordance with the charter of the National HR Policy Roundtable, this policy update was approved by the National HR Policy Roundtable members, as chaired by Francie Sloan.

Revision History

Original Approval Date: n/a	Update Date: 8/15/07; 12/7/07; 3/18/10	Revision Approved Date: 5/21/08
Original Effective Date: 8/04	Update Effective Date: 8/15/07; 12/7/07; 3/18/10	Revision Effective Date: 5/05; 5/21/08
Original Communicated Date: n/a		Revision Communicated Date: n/a

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Protected Status State Addenda

CALIFORNIA ADDENDUM

Revised 5/21/08

Protected Status

In California, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity (and gender related appearance and behavior*)
- National origin
- Age
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Ancestry*
- Marital status*
- Medical condition*
- Religious creed*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under California state law

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COLORADO ADDENDUM

Revised 5/21/08

Protected Status

In Colorado, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Ancestry*
- Creed*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Colorado state law

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DISTRICT OF COLUMBIA ADDENDUM

Revised 5/21/08

Protected Status

In the District of Columbia, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity (or expression*)
- National origin
- Age
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Personal appearance*
- Familial responsibilities*
- Family status*
- Matriculation*
- Political affiliation*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under District of Columbia law

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HAWAII ADDENDUM

Revised 5/21/08

Protected Status

In Hawaii, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Ancestry*
- Arrest and court record*
- Assignment of income for child support obligations*
- Marital status*
- Breastfeeding*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Hawaii state law

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MARYLAND ADDENDUM

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Protected Status

In Maryland, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age (18 or older*)
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Marital status*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Maryland state law

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OHIO ADDENDUM

Revised 5/21/08

Protected Status

In Ohio, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Ancestry*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Ohio state law

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OREGON ADDENDUM

Revised 5/21/08

Protected Status

In Oregon, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age (18 or older*)
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Juvenile record that has been expunged*
- Marital status*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Oregon state law

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VIRGINIA ADDENDUM

Revised 5/21/08

Protected Status

In Virginia, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age (18 or older*)
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Marital status*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Virginia state law

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WASHINGTON ADDENDUM

Revised 5/21/08

Protected Status

In Washington, discrimination/harassment is prohibited on the basis of the following protected status:

- Race
- Color
- Religion
- Sex (including pregnancy)
- Gender identity
- National origin
- Age (18 or older*)
- Physical or mental disability
- Veteran status
- Sexual orientation
- Genetic information
- Creed*
- Marital status*
- Presence of any sensory, mental or physical disability*
- Use of trained dog guide or service animal by a disabled person*
- Other status protected by applicable federal, state, or local laws, or by corporate policy

*Additional protected status under Washington state law