SHERIDAN COMMUNITY HOSPITAL

Origination Date: 02/01/2001
Last Updated Date: 04/08/2026
Owner: Human Resource Manager
Policy Area: Organization Wide

Non-discrimination Policy

Purpose:

Sheridan Community Hospital (Organization) and all other entities strives to create and maintain a work environment in which employees, patients, volunteers and visitors are treated with dignity, decency and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The organization will not tolerate unlawful discrimination any kind. Through enforcement of this policy and by education of employees, the organization will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate corrective action will be taken against any employee who violates this policy. Based on the seriousness of the offense, corrective action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

The organization provides ongoing training to ensure the opportunity to work in an environment free of harassment.

The organization will conform to the spirit as well as the letter of all applicable federal, state, local laws, and regulations as an Equal Employment Opportunity employer.

SCOPE:

All Sheridan Community Hospital and Sheridan Care employees

Prohibited Conduct under This Policy

Sheridan Community Hospital and Sheridan Care, in compliance with all applicable federal, state and local anti-discrimination laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of the organizations policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person’s race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

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Sheridan Community Hospital and Sheridan Care is an Equal Employment Opportunity employer. It is against the organizations policy for any associate to discriminate against an applicant for employment, or another employee, on the basis of race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, covered veteran, or any other classification protected by applicable discrimination laws. Sheridan Care will make reasonable accommodations, including modification of policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Michigan's Elliott Larsen Civil Rights Act of 1976 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to corrective measures up to and including termination.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations will be treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR Department will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department. The procedure for complaint is detailed in a separate policy under "Complaint Procedure Against Discrimination and Harassment".

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Complaint procedure

Sheridan Community Hospital has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The Hospital will treat all aspects of the procedure confidentially to the extent reasonably possible

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR Department may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR Department will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR Department will notify senior management and review the complaint with the Hospital's legal counsel.
3. The HR Department will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or leave.
5. During the investigation, the HR Department, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the HR Department or other person conducting the investigation will submit a written report of his or her findings to the Hospital. If it is determined that a violation of this policy has occurred, the HR Department will recommend appropriate corrective action. The appropriate action will depend on the following factors:

    a) The severity, frequency and pervasiveness of the conduct;

    b) Prior complaints made by the complainant;

    c) Prior complaints made against the respondent; and

    d) The quality of the evidence (e.g., firsthand knowledge, credible corroboration).

    If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR Department may recommend appropriate preventive action.
7. Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR Department and other management staff as appropriate, and decide what action, if any, will be taken.

8. Once a final decision is made by senior management, the HR Department will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If corrective action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

9. Employees found to be making false accusations of harassment will also be subject to corrective action, up to, and including termination of employment.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.