

Policy Title: Equal Employment Opportunity / Affirmative Action	Policy Number: 757
Policy Sponsor: Kim Jensen	Policy Category: Human Resources
Effective Date: July 16, 2014	Approval Signature/Title: Kim Jensen, EVP – Human Resources
Approval Date: July 16, 2014	
Revision Date: February 1, 2019	

Purpose:

This policy serves to establish non-discriminatory, fair employment practices for all applicants and employees of Avera.

Policy Statement:

Avera is an Equal Opportunity Employer. With respect thereto, it is the policy that all applicants for employment and employees will be considered; that all persons will be treated without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status with regard to public assistance, veteran status, disability, membership or activity in a local human rights commission, or any other status protected by applicable law. This policy applies, but is not limited to, the following actions: promotion; demotion; transfers; layoffs; dismissals; recruitment; advertising; pay; other forms of compensation; training; and all Avera sponsored social and recreational programs.

Policy Scope:

This policy applies to all owned and sponsored Avera entities.

Definitions:

None.

Policy Implementation:

Affirmative Action:

When Avera hires or promotes in those job categories in which women, minorities, individuals with disabilities, or veterans are underutilized, Avera will take affirmative action to seek out qualified applicants without regard to race, color, creed, sex, age, national origin, religion, sexual orientation, gender identity, disability, military, or any other legally protected status.

At Avera, all terms and conditions of employment are, and will continue to be, established on the basis of an individual's qualifications and ability to perform the job.

The Human Resources Officer (HRO) is designated as the Equal Employment Officer at each Avera facility and will be responsible for communicating and implementing this policy and its Affirmative Action Program.

Avera invites any employee or applicant for employment to review the Affirmative Action Program at the applicable Avera facility where the employee works or the applicant is applying. Interested employees or applicants may make their request to the HRO or designee at the applicable Avera facility where they work or are applying. The Affirmative Action Programs for the applicable Avera facilities are available for review upon request during normal business hours as follows:

<u>Avera Location</u>	<u>Address</u>	<u>Contact</u>
Avera Health	3900 W. Avera Drive, Sioux Falls, SD 57108	HRO or designee
Avera McKennan	1325 S. Cliff Avenue, PO Box 5045, Sioux Falls, SD 57117-5045	HRO or designee
Avera Queen of Peace	525 N. Foster, Mitchell, SD 57301	HRO or designee

Avera St. Luke's	305 S. State Street, Aberdeen SD 57401	HRO or designee
Avera St. Mary's	801 E. Sioux, Pierre, SD 57501	HRO or designee
Avera Sacred Heart	501 Summit Street, Yankton, SD 57078	HRO or designee
Avera Marshall	300 S. Bruce Street, Marshall, MN 56258	HRO or designee
Avera St. Benedict	401 W. Glynn, Parkston, SD 57366	HRO or designee
Avera St. Anthony's	2 nd and Adams Street, O'Neill, NE 68763	HRO or designee
Avera Holy Family	826 N. 8 th Street, Estherville, IA 51334	HRO or designee
Avera@Home	3901 W. 59 th Street, Sioux Falls, SD 57108	HRO or designee

Any questions should be directed to the HRO of the applicable Avera facility where employees work or applicants are applying.

Equal Employment Opportunity:

Avera's Chief Executive Officers, Vice Presidents, Department Directors and Leaders of each department are responsible for the implementation of this policy in their respective areas. Each Avera Human Resources Department is responsible for coordinating the efforts of all areas and for providing the necessary assistance to implement this policy. The procedural statements for implementation are outlined below.

Recruitment and Employment:

Avera will continue to recruit and hire employees without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, veteran status, disability, or any other status protected by applicable law. Avera will continue to inform public and private employment agencies, schools and other recruiting sources with which it works of its policy of non-discrimination.

Promotion, Demotion, Transfer, Training, Layoff:

All promotions, demotions, transfers, training, and layoffs will be administered by management without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, veteran status, disability, or any other status protected by applicable law. Equal consideration will be given to all candidates for promotion, transfer, and training solely on the basis of qualifications without regard to the protected statuses described above.

Compensation and Benefits:

Avera compensation and benefit plans apply to all groups of employees without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, disability, or any other status protected by applicable law. Compensation and benefits are administered without regard to the protected statuses described above.

Consequence or Non-Compliance:

Any violation of this policy by any Avera employee will be cause for appropriate corrective action under Avera's Corrective Action Policy (#736). Avera is dedicated to implementation of this policy, and violations of the policy are grounds for discipline, up to and including termination.

Exceptions:

None.

Attachments:

None.

Review Frequency:	36 months
Review Completion Dates/Name of Reviewer:	February 1, 2019/HR
References:	
Legal/Compliance Review:	February 1, 2019/Legal

This policy was developed as a guide and is not intended to define any employment standard and does not suggest or provide contractual rights of employment. This policy should be used as a guide, however, unless prevented by law. Avera leaders may deviate from this guide to respond to individualized circumstances.