

Equal Employment Opportunity Affirmative Action

Equal Employment Opportunity/Affirmative Action

Policy #2000

Policy

Inova is committed to Equal Employment Opportunity/Affirmative Action, and compliance with all laws and regulations pertaining to both. Our organization conducts all Human Resources practices in compliance with federal, state and local civil rights and employment legislation. Accordingly, it is the policy of Inova to recruit, interview, hire, classify, select for training, promotion, demotion, discipline, rates of pay or other compensation, transfer and termination, and determine all other conditions associated with employment on the basis of merit and qualification without regard to race, color, sexual orientation, religion, sex, pregnancy, childbirth or related medical conditions (including lactation), marital status, national origin, age, disability, veteran's status, genetic information or any other characteristic protected by applicable federal, state or local law and to provide employees an opportunity to progress in the organization consistent with their skills and interests.

Guidelines

To support this policy, we will:

- Continue to recruit, hire, and promote individuals without regard to race, color, sexual orientation, religion, sex, pregnancy, childbirth or related medical condition (including lactation), marital status, national origin, age, disability, veteran's status, genetic information or any other characteristic protected by applicable federal, state or local law.
- Continue to ensure that all Human Resources actions such as compensation, benefits, promotions, transfers, layoffs, return from layoff, organization-sponsored training, education, tuition aid and social and recreational programs will be administrated without regard to race, color, sexual orientation, religion, sex, pregnancy, childbirth or related medical conditions (including lactation), marital status, national origin, age, disability, veteran's status, genetic information or any other characteristic protected by applicable federal, state or local law except where it is a genuine occupational qualification.
- The equal opportunity policy will be reviewed periodically to ensure affirmative implementation so as to avoid any discrimination in employment.
- The Inova Application for Employment notifies prospective employees that Inova is an "Equal Opportunity Employer".

Reasonable Accommodation of Individuals with Disabilities

It is Inova's policy to comply with all federal, state, and local laws concerning the employment of qualified individuals with disabilities. Inova does not discriminate against qualified individuals with disabilities in regard to an application for employment, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Inova will engage in an interactive process to explore providing a reasonable accommodation to job applicants and employees with disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. Inova will provide reasonable accommodations to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on Inova.

If an employee needs an adjustment in the workplace, or an adjustment to his/her schedule, due to a physical or mental impairment, the employee is encouraged to contact Human Resources so that the parties can engage in an interactive dialogue to explore the employee's needs and determine if a reasonable accommodation is appropriate and available. The responsibility for engaging in the interactive process with employees seeking a reasonable accommodation has been assigned to the Human Resources Leadership Team (HRLT) or a designee at the respective Operating Unit. Any employee who believes that he or she needs a work-related accommodation or a scheduling adjustment due to a physical or mental impairment should contact the Human Resources Department as soon as possible.