



EMPLOYEE HANDBOOK POLICIES AND PROCEDURES

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I. PURPOSE

SSM Health at Home values its employees and recognizes that individual differences, life experiences, knowledge, self-expression, unique capabilities, inventiveness and the talents that our employees bring to their work represents a significant part of not only our culture, but our organization's success as well.

II. POLICY

SSM Health at Home is committed to fostering a culture of diversity and inclusion so that employees feel respected and welcomed. In embracing a diverse work environment we believe we can obtain full potential from our individual employees, our workforce, our organization and the communities we serve including increased performance and enhanced customer service and satisfaction. The result of which will be addressing patient and employee needs, and fulfilling the Company's role in the community.

SSM Health at Home embraces and encourages employee differences in race, color, religion, gender, national origin, age, veteran status, physical and mental ability, family or marital status, sexual orientation, gender identity or expression, language, socio-economic status, and other characteristics that make people unique.

III. BACKGROUND

The Civil Rights Act of 1964 as amended reads that it is unlawful for an employer:

- (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or
- (2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.

Wisconsin State Statutes provides that it is unlawful for employers to discriminate against employees or applicants because of any of the following: age, ancestry, arrest record, color, conviction record, creed, disability, genetic testing, honesty testing, marital status, military or reserve membership, national origin, pregnancy and childbirth, race, sex, and sexual orientation.

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IV. DIVERSITY COMMITTEE

In order to drive and communicate diversity initiatives, SSM Health at Home has established a Diversity and Inclusion Committee.

V. DIVERSITY INITIATIVES

SSM Health at Home's diversity initiatives are applicable to, but not limited to, our practices and policies on recruitment and selection; compensation and benefits; training and development; promotions; transfers; workforce reductions; rewards and recognition; terminations; and employee relations.

VI. EMPLOYEE ROLES AND RESPONSIBILITIES

All employees of SSM Health at Home have a responsibility to foster diversity and inclusion by contributing to an environment of open communication and inclusiveness by seeking out diverse ideas, opinions, and understandings and respecting those differing values and perceptions of others.

- To support and promote the Company's diversity and inclusion initiatives.
- To support the Diversity and Inclusion Committee with resources, ideas, etc.
- To be welcoming and supportive of all employees.
- To exhibit conduct that reflects inclusion at all times.
- To participate in diversity training to enhance diversity awareness.
- To continue to be open, respectful, fair and non-discriminatory in interactions with others including demonstrating respect for and openness to alternative points of view and diverse ideas.
- To seek out diverse ideas and alternative points of view.
- To encourage others from different backgrounds to share their ideas and experiences.
- To assist in developing a culture that encourages and reinforces the open exchange of ideas.
- To participate in and work on diverse teams.

VII. REPORTING RESPONSIBILITY

Employees who believe that they have been subjected to any kind of discrimination or treatment that conflicts with the organization's diversity policy should make a report to his /her supervisor and /or Human Resources.

VIII. VIOLATIONS

Failure to follow SSM Health at Home's Diversity Policy may lead to disciplinary action up to and including termination of employment.