


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.:	PAGE
 Florencio T. Lizama, MD Acting, Hospital Administrator/CEO	Hospital-wide	September 25, 2015	A-HR1100	1 of 2
TITLE: EQUAL EMPLOYMENT OPPORTUNITY				
LAST REVIEWED/REVISED: 07/2015				
ENDORSED: EMC 09/2015				

PURPOSE:

To delineate the Guam Memorial Hospital Authority's (GMHA) policy on Equal Employment Opportunity.

POLICY:

It is the policy of GMHA to seek and employ qualified personnel at all locations and facilities and to provide equal employment opportunity for all applicants and employees in hire, promotion, demotion and transfer, recruitment advertisement, lay off or termination, rates of pay and other forms of compensation, and selection for training including apprenticeship. The Guam Memorial Hospital Authority will take affirmative action to employ and advance in employment qualified women, minorities, individuals with disabilities, disabled veterans and veterans of the Vietnam Era.

In accordance with Title VII of the Civil Rights Act of 1964 as amended; the Equal Pay Act of 1963; the Age Discrimination in employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; Presidential Executive Order 11246 and the Governor's Executive Orders No.78-24 and 2006-16; and Title II of the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Guam Memorial Hospital Authority that there will be no discrimination in employment against any applicant or employee because of *race, age, sex, including sexual harassment and orientation, gender identity, change of sex, and/or transgender status, color, religion, national origin, physical/intellectual disability, genetics, marital status, veteran status, political affiliation and retaliation.*

PROCEDURE:

- A. GMHA will comply with all Federal and Local Laws which bans discrimination in employment.
- B. GMHA is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the government regulations and executive orders by providing affirmative action and equal employment opportunity to all qualified applicants.
- C. GMHA will not (a) refuse to hire an individual; (b) discharge or otherwise discriminate against him/her once employed; or (c) limit, segregate or classify employees or applicants in any way that would deprive or tend to deprive them of employment opportunities or adversely affect their status as employees because of *race, age, sex, including sexual harassment and orientation, gender identity, change of sex, and/or transgender status, color, religion, national origin, physical/intellectual disability, genetics, marital status, veteran status, political affiliation and retaliation.*
- D. GMHA will not refuse admission or employment to any individual for any program established to provide apprenticeship, or other training or retraining, including on-the-job training programs.

- E. GMHA will state in all advertisements for employment that “We are an Equal Employment Opportunity Employer.
- F. GMHA will notify all Government of Guam Personnel Offices, Air Force and Navy Civilian Personnel Office, the University of Guam, Veterans Affairs Office and other Labor Unions that we are in compliance and will continue to comply with all anti-discrimination orders, rules and regulations.
- G. The failure to comply with the spirit of this policy should at once be brought to the attention of the Equal Employment Opportunity Officer. Please direct queries and complaints to:

Equal Employment Opportunity Officer
Guam Memorial Hospital Authority
850 Gov. Carlos Camacho Road
Tamuning, Guam 96931

Phone No. 647-2218/2418

- H. Queries and complaints may be dropped in the “Equal Opportunity Queries/Complaint” box located on the 1st floor lobby, (Cafeteria Side) next to the EEO Bulletin Board.
- I. Discrimination, sexual harassment and ADA complaints will be addressed by the EEO Officer. Non-EEO complaints will be routed to the Human Resources Department.
- J. All queries and complaints will be kept strictly **confidential**.

REFERENCE:

The U.S. Equal Employment Opportunity Commission – Employer EEO Responsibilities – Preventing Discrimination in the Workplace – The Law and EEOC Procedures

The U.S. Equal Employment Opportunity Commission – The Genetic Information Nondiscrimination Act of 2008, Title II – Prohibiting Employment Discrimination on the basis of Genetic Information

Rosa’s Law of 2010 – Replacing the term Mental Disability to that of Intellectual Disability

The U.S. Equal Employment Opportunity Commission – Strategic Enforcement Plan of 2012 – Coverage of lesbian, gay, bisexual, and transgender individuals under Title VII’s Sex Discrimination Provisions

The Governor’s Executive Orders 78-24 and 2006-16 – Equal Employment Opportunity, Section I. Non-Discrimination

RESCISSIONS:

Policy No. 6410-5, Equal Employment Opportunity of the GMHA Administrative Manual made effective June 10, 1988.


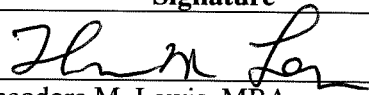
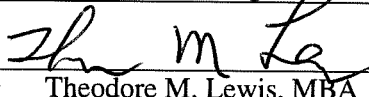
Policy No. 8650-3.203, Equal Employment Opportunity of the GMHA Administrative Manual made effective June 10, 1988.

Policy No. 8650-3.203, Equal Employment Opportunity of the GMHA Administrative Manual made effective December 24, 2009.

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Equal Employment Opportunity
- Rules & Regulations Policy No.: **A-HR1100: Equal Employment Opportunity**
- Policies & Procedures** Title: _____

Reviewed/Endorsed Title	Date	Signature
	7/29/2015	
	Name Title	Toni V. Tenorio Equal Employment Opportunity Officer
Reviewed/Endorsed Title	Date	Signature
	9-25-15	
	Name Title	Theodore M. Lewis, MBA Interim Hospital Administrator/CEO
Reviewed/Endorsed Title	Date	Signature
	9-25-15	
	Name Title	Theodore M. Lewis, MBA Executive Management Council Chairperson
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	

***Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**