


Montefiore Einstein

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Equal Employment Opportunity
APPROVED:  DAVID BRODSKY	POLICY NUMBER: I-2
	PAGES: 1 of 2
	DATE ISSUED: 9/01/1964
	DATE REVIEWED/REVISED: 11/24/23

GENERAL POLICY:

Montefiore Medical Center realizes the importance of every Associate to the successful operation of Montefiore. It has, therefore, committed itself to the principles of equal employment opportunity to allow all Associates to realize their potential and to assist them in reaching a level commensurate with their abilities.

POLICY APPLICABLE TO:

All Associates (including, but not limited to, employed physicians, attending physicians, house staff, students) and vendors, independent contractors, agency workers, and volunteers.

PROCEDURE:


Montefiore affirms that it shall continue to do the following:

1. Recruit, hire, train, transfer, promote, layoff and discharge Associates in all job classifications without regard to their race, color, religion, creed, national origin, alienage or citizenship status, citizenship or immigration status, unemployment status, age, sex/gender, actual or presumed disability, history of disability, sexual orientation, gender identity or expression, sexual and other reproductive health decisions, genetic predisposition or carrier status, pregnancy, military status or service, familial status, marital or partnership status, arrest or conviction record, caregiver status, credit history, unemployment status, salary history, height or weight, status as victim of domestic violence, sexual violence, or stalking, or any other characteristic protected by law.
2. Train, transfer, promote and base all decisions and policies of employment in a manner that fosters full realization of equal opportunity for all staff, imposing only valid job conditions and requirements.

Montefiore acknowledges that accommodation in scheduling and employment conditions may be required to assure the implementation of this policy of equal employment and meet ADA, New York State and local law requirements.

3. Administer all personnel policies and actions such as compensation, benefit and welfare programs for Associates in all job classifications without regard to their race, color, religion, creed, national origin, alienage or citizenship status, citizenship or immigration status, age, sex/gender, actual or presumed disability, history of disability, sexual orientation, gender identity or expression, sexual and other reproductive health

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decisions, genetic predisposition or carrier status, pregnancy, military status or service, familial status, marital or partnership status, arrest or conviction record, caregiver status, credit history, unemployment status, salary history, height or weight, status as victim of domestic violence, sexual violence, or stalking, or any other characteristic protected by law.

4. Provide steady employment so far as practical.
5. Discuss matters of interest or concern with any Associate.
6. Inform Associates of developments in Montefiore that affect them.
7. Expect each Associate to show interest in their job and do a good day's work every day.
8. Insure the privacy of confidential information contained in Associates' personnel files and Associates' medical health records, holding such information contained therein confidential except where required by federal, state or other duly authorized entity.

The previously mentioned equal employment opportunity practice and policies of Montefiore Medical Center apply to all departments, units and sites of the Health Care System and are monitored by the Senior Vice President of Human Resources, or designee.

All Medical Center Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.