



Management Policy And Procedure

**SUBJECT: Equal Employment  
Opportunity**

**DEPARTMENT: HUMAN RESOURCES**

**NUMBER: E-2**

**EFFECTIVE DATE: 10/30/96**

**DATE:**

**SUPERSEDES: 5/6/99**

**REVIEWED: 3/21/06, 6/10/02**

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**PURPOSE:**

To establish guidelines regarding non-discriminatory treatment of employees or applicants for employment in compliance with applicable State and Federal Statutes, including but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and Section 503 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act, Family Medical Leave Act and Minnesota Human Rights Act.

**POLICY STATEMENT:**

It is a policy of St. Luke's to not discriminate against any employee or applicant for employment because of race, color, religion, marital status, sex, sexual preference, national origin, political affiliation, arrest record, income status, public assistance status, veteran status, physical or mental handicap or age, or sexual orientation (except where sex, disability or age are bonafide occupational qualifications).

This policy shall apply to actions including but not limited to the following: recruitment, hiring, promotion, demotion, transfers, layoff and recall, termination, retirement, rates of pay and other forms of compensation, selection for training, educational assistance, employee activities and other programs.

**COORDINATION:**

Employment/Benefits Coordinator  
Director of Human Resources

**APPROVED:**

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**President/CEO**

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**Director, Human Resources**