

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

REVIEWER: President

Related Policies to Consult:

CHS Policy: [HR 1.01 Equal Employment Opportunity](#)
[HR 1.03 Career Growth and Job Posting](#)

I. POLICY

Carolinas College of Health Sciences (CCHS) will exercise its recruitment and employment policies and practices within the limits of state and federal laws and without regard to *race, color, age, disability, religion, gender, gender identity, sexual orientation, national origin, veteran status or genetic information*. CCHS follows all federal, state and local laws relating to equal employment opportunities and admissions.

II. PROCEDURE

- A. All employment decisions will be based upon the individual's qualifications, merit and professional ability, and will conform to all legal requirements. The College has no tolerance for discrimination in hiring practices. This extends to those persons applying for jobs. Any violation could lead to counseling up to the end of employment.
- B. All employment activity will adhere to the equal opportunity employment policy including recruitment, selection, assignment, wage determination, classification, training, promotion, demotion, transfer, discipline, benefits and termination.
- C. No college team member is to retaliate in any way against team members reporting a complaint or policy violations, participating in an investigation or other similar actions.
- D. If a team member believes that he/she or someone else in the workplace has experienced any type of discrimination, he/she should report this to his/her college leader or any member of the leadership team or CHS Workforce Relations. CCHS takes complaints of discrimination very seriously.
- E. The Equal Employment Opportunity policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____