

<b>Title: Equal Opportunity Employment</b>	
Policy Area: Human Resources	Owner: Eric Brown, Director of Human Resources
Date of Approval: Approval By:	10/19 Matt Crockett, CEO
Original Date: Revision Dates: Reviewed with no Changes Dates:	10/19 X/XX; X/XX X/XX; X/XX
Signature:	

**I. Title: Equal Opportunity Employment**

**II. Scope**

All departments

**III. Purpose**

Wellfound is committed to providing equal employment opportunity to all persons through non-discriminatory hiring and operating practices. No applicant for employment will be discriminated against due to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, gender identity, disability, or other protected status under law.

**IV. Policy:**

A. Wellfound will:

1. Recruit, hire, train, and promote persons in all job classifications on the basis of requisite education, training, skills and experience without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, gender identity, disability, or other protected status under law.
2. Ensure that employment decisions are in accordance with the principles of equal employment opportunity by imposing only valid requirements of requisite education, training, skills and experience for promotional opportunities.
3. Ensure that all practices are established and carried out in a manner consistent with the philosophy of non-discrimination including, but not limited to: assignment of work, compensation, benefits eligibility, evaluations, corrective action, leave administration, training, reductions in force and termination.

**V. Responsibilities:**

A. Human Resources

1. The HR Department is responsible for compliance with state and federal equal employment opportunity laws.
2. The Employment Director is responsible for overseeing equal employment opportunity and internal reporting.
3. The HR Representative is responsible for investigating all allegations of non-compliance with this policy.

B. Supervisors

1. Supervisors will base all hiring and employment-related decisions on non-discriminatory criteria.

C. Applicants

1. Applicants who believe they have not been treated in accordance with this policy should contact the HR Representative as soon as possible to report any concerns.

D. Staff

1. All supervisors and staff, as representatives of the organization, are expected to perform their duties and treat employees, patients, visitors, the public, and all others in accordance with this policy.
2. Employees who believe they or another employee have not been treated in accordance with this policy should contact the HR Department immediately regarding any actions that deviate from this policy so that appropriate measures may be taken.
3. All employees are required to cooperate with any investigation into a potential violation of this policy. Failure to cooperate may result in corrective action, up to and including discharge from employment.
4. This policy prohibits retaliation against employees who bring forth good faith violations of this policy or assist in the investigation of violations. Such employees will not be adversely affected in terms and conditions of employment because of their involvement, nor will they be discriminated against or discharged because of their involvement. Retaliation against any such employee will result in corrective action up to and including immediate discharge from employment.