

Cornerstone Behavioral Healthcare

PM.3 Equal Employment Opportunity and Maine Human Rights Commission

Cornerstone Behavioral Healthcare (Company) is committed to providing equal opportunity in employment to all employees and applicants for employment. No employee or applicant shall be discriminated against on the basis of race, age, religion, color, creed, gender, national origin, marital status, Vietnam Era Veteran Status, disabled veteran status, physical or mental disability, sexual orientation, or status as a whistleblower. Any employee who believes he or she has been the victim of employment discrimination based on any of these factors should report the matter immediately through Company's grievance procedure.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of discrimination may be subject to disciplinary action, up to and including termination.

IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST

See Policy on filing a Grievance (PM.20).

FILLING A VACANT POSITION

Promotions or position changes will be based upon qualifications, past performance evaluations, and the individual's capacity to perform effectively in the vacant position. Promotions will be based upon merit and competency rather than seniority. Depending on the needs of the company, management also has the prerogative of filling any vacant position from outside the company if deemed necessary.

PROHIBITING RETALIATION

Retaliatory actions against any individual, including but not limited to, making an internal Company complaint through Company's Discrimination, Harassment, and/or Grievance Policy and Procedure; stating intent to contact the Maine Human Rights Commission and/or Equal Employment Opportunity Commission (EEOC) to file a complaint of discrimination and/or harassment; supporting employees who are involved in the Complaint of Discrimination, Harassment, and/or Grievance Policy and Procedure; educating others concerning the coverage of the Maine Human Rights Act; and cooperating and/or participating with an internal or external investigation under these Procedures are strictly prohibited. If allegations are supported through investigation of any retaliatory behavior, immediate corrective actions will be taken in accordance with Disciplinary Action Policy and Procedure (PM.18).

PROCESSING COMPANY COMPLAINTS

Refer to Company's Complaint of Discrimination (PM.3), Harassment (PM.16), and/or Grievance Policy and Procedure (PM.20).

MAINE HUMAN RIGHTS COMMISSION AND EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Cornerstone Behavioral Healthcare encourages employees, students, and applicants to utilize Company's Policy and Procedure for Processing Complaints of Discrimination, Harassment, and/or Grievance; however, an employee, student, or applicant has a right to bypass this process and file a formal complaint with the Maine Human Rights Commission. Complaint must be filed with the Maine

Cornerstone Behavioral Healthcare

PM.3 Equal Employment Opportunity and Maine Human Rights Commission

Human Rights Commission no more than six (6) months after the alleged act of discrimination, harassment, and/or grievance. Formal complaints with the Maine Human Rights Commission and/or EEOC are public record.

HOW TO FILE


Complaint may be filed in person or by mail by completing a form provided by the Maine Human Rights Commission or by the EEOC pursuant to their work-sharing agreement. Complaints must be sworn under oath before a Notary Public, or other person authorized by law to administer oaths, or before a representative of the EEOC pursuant to work-sharing agreement. Complaint must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, or at the nearest EEOC office, at John F. Kennedy Federal Building, Government Center, 4th Floor, Room 475 Boston, MA 02203. The two agencies have what is called a "work-sharing agreement," which means that the agencies cooperate with each other to process claims. Filing a claim with both agencies is unnecessary, as long request to "cross-file" the claim with the other agency is indicated on the complaint.

DISSEMINATION OF POLICY

- A. Executive Director will implement personnel policies as defined in the Personnel Manual at Cornerstone Behavioral Healthcare.
- B. This Personnel Policy is included in the Personnel Manual, and will be a continuing component of this document.
- C. The Personnel Manual will be reviewed by every new hire at orientation, and its contents emphasized to all persons engaged in the recruitment, hiring, transfer, promotion, compensation, separation, wage and salary administration, placement, training, and education of employees. Personnel Manual is available on Cornerstone's internal website for ongoing reference.
- D. Non-discriminatory clauses are included in policies.
- E. All sources of recruiting for Company will take Affirmative Action steps. All advertising will include a positive statement such as "Cornerstone Behavioral Healthcare is an Equal Opportunity Employer (EOE)".

PRESERVATION OF RECORDS

Any personnel or employment record (including, but not limited to: employment application forms, applicant and employee rating sheets, tests, and other records having to do with job referral, hiring, promotion, demotion, transfer, lay off, rate of pay or other terms of compensation, seniority, labor organization membership, or selection for training apprenticeship) made or kept by the employer, shall be preserved for three (3) years beyond the year of voluntary or involuntary termination.



CEO

2/1/21

Date