



Subject <b>Non-Discrimination Policy – Section 504 Grievance Procedure</b>		No. <b>277-1</b>	Page <b>1 of 2</b>
Content Expert(s) <b>Corporate Human Resources</b>	Prior Issue Date <b>11/11/13</b>	Issue Date <b>04/10/14</b>	

### **POLICY STATEMENT**

It is the policy of Beaumont Health System not to discriminate on the basis of disability. Beaumont Health System has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) or the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 states, in part, that "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." The Law and Regulations may be examined in the office of Beaumont Health System's Senior Vice President and Chief Human Resources Officer and 504 Coordinator, at 248-423-2452. This individual has been designated to coordinate the efforts of Beaumont Health System to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Beaumont Health System to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### **GRIEVANCE PROCEDURE:**

- Grievances must be submitted to the business unit's Human Resources Director within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Human Resources Director (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Human Resources Director will maintain the files and records of Beaumont Health System relating to such grievances.
- The Human Resources Director will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Human Resources Director by writing to the System's Senior Vice President/Chief Human Resources Officer and 504 Coordinator within 15 days of receiving the Human Resources Director's decision.
- The Senior Vice President/Chief Human Resources Officer and 504 Coordinator shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Beaumont will make appropriate arrangements to ensure that disabled persons are provided other accommodations if needed to participate in this grievance process. Such arrangements

### **HUMAN RESOURCES, CORPORATE**

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<p>may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.</p>			

## PATIENT CARE POLICIES - CORPORATE

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