

Subject Guidelines on Discrimination Because of Religion or National Origin		No. 207	Page 1 of 1
Prepared By Corporate Human Resources	Prior Issue Date	Issue Date 07/31/14	

Guidelines on Discrimination because of Religion or National Origin

It is the policy of William Beaumont Hospital to take affirmative action to ensure that applicants are employed, without regard to their religion or national origin. Such action includes, but is not limited to the following employment practices; hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training.

Employment practices have been reviewed to determine whether members of the various religions and/or ethnic groups are receiving fair consideration for job opportunities. Attention has been directed toward executive and middle management levels.

- The policy concerning Beaumont's obligation to provide equal employment opportunity without regard to religion or national origin is communicated to all employees via online company intranet, and the Affirmative Action Program.
- 2. Employees are informed at least annually of Beaumont's commitment to equal employment opportunity for all persons, without regard to religion or national origin.
- 3. Recruiting sources have been informed of our commitment to provide equal employment opportunity without regard to religion or national origin.
- 4. Ethnic and religious media may be used for employment advertising.

Reasonable accommodations to the religious observances and practices of employees or prospective employees will be made, unless doing so would result in undue hardship. In determining whether undue hardship exists, factors such as the cost to the Hospital and the impact on the rights of other employees will be considered.