



Equal Employment Opportunity & Affirmative Action

Policy Number: 01.230	Policy Title: Equal Employment Opportunity & Affirmative Action	
Policy Owner: Mona Schafer	Policy Category: Human Resources	
Effective Date: November 1, 2021	Last Review Date:	
Covered Organizations: Avel eCare, LLC, Avel eCare Medical Group entities, and Affiliated Staff		
Attachment:	Procedure:	Related Policy:

PURPOSE

This policy serves to establish non-discriminatory, fair employment practices for all applicants and employees of Avel eCare.

SCOPE

This Equal Employment Opportunity/Affirmative Action policy applies to all Avel eCare, LLC, Avel eCare Medical Group entities, and affiliated staff.

POLICY

A. Affirmative Action

When Avel eCare hires or promotes in those job categories in which women, minorities, individuals with disabilities, or veterans are underutilized, Avel will take affirmative action to see out qualified applicants without regard to race, color, creed, sex, age, national origin, religion, sexual orientation, gender identity, disability, military, or any other legally protected status.

At Avel, all terms and conditions of employment are, and will continue to be, established on the basis of an individual's qualifications and ability to perform the job.

The Human Resources Officers (HRO) is designated as the Equal Employment Officer and will be responsible for communicating and implementing this policy and its Affirmative Action Program.

B. Equal Employment Opportunity

Avel's Chief Executive Officers, President, Vice Presidents, Directors, and Leaders of each department are responsible for the implementation of this policy in their respective areas. Avel Human Resources is responsible for coordinating the efforts of all areas and for providing the necessary assistance to implement this policy. The procedural statements for implementation are outlined below.

C. Recruitment and Employment

Avel eCare will continue to recruit and hire employees without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, disability, or any other status protected by applicable law. Avel will continue to inform public and private employment agencies, schools, and other recruiting sources with which it works of its policy of non-discrimination.

D. Promotion, Demotion, Transfer, Training, Layoff

All promotions, demotions, transfers, training, and layoffs will be administered by management without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, veteran status, disability, or any other status protected by applicable law. Equal consideration will be given to all candidates for promotion, transfer, and training solely on the basis of qualifications without regard to the protected statuses described above.

E. Compensation and Benefits

Avel compensation and benefit plans apply to all groups of employees without regard to age, race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, welfare status, disability, or any other status protected by applicable law. Compensation and benefits are administered without regard to the protected statuses described above.

F. Consequence or Non-Compliance

Any violation of this policy by any Avel employee will be cause for appropriate corrective action under Avel's Corrective Action Policy (01.219). Avel is dedicated to implementation of this policy, and violations of the policy are grounds for discipline, up to and including termination.

RELATED DOCUMENTS

None

DEFINITIONS

Avel eCare – includes all Avel eCare owned, leased, sponsored, joint venture and managed entities including both patient care and operational entities.

REFERENCES

None

REVISION HISTORY

Revision Number	Revision Summary	Submitted By	Submission Date	Approval Date	Approved By
1	Initial Draft	M. Schafer	10/28/2021	10/28/2021	Administrative Policy Committee

This policy was developed as a guide for the delivery of telehealth services and is not intended to define the standard of care. This policy should be used as a guide for the delivery of service, although originating site or Avel eCare personnel may deviate from this guide to provide appropriate individualized care and treatment for each patient.