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 Area Human Resources  
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## Equal Employment Opportunity (EEO)

### Applicability

Henry Ford Health Enterprise Wide + HAP

### Scope

This policy applies to all employees at all operating units and corporate offices of Henry Ford Health.

The policy and procedures enumerated below shall apply unless such policy or procedures are otherwise specified in a contract to which Henry Ford Health, or a covered operating unit, is a signatory. In such cases, the terms of the contract shall govern for employees covered by that contract, and such terms will take precedence over this policy.

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of the Executive Vice President, Chief Human Resources Officer or his/her designee, and Henry Ford Health Human Resources.

### Background

Numerous federal and state laws prohibit discrimination in employment, including, among others, Title VII of the Civil Rights Act of 1964 and its amendments, Vietnam Era Veterans Readjustment Act, the Michigan Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act. This policy is designed to assist operational leadership in promoting and maintaining a positive and diverse workforce that is free from discrimination and in compliance with applicable laws. The purpose of this policy is also to state guidelines for reporting, investigating and addressing discrimination complaints.

### Definitions

None

### Policy

Henry Ford Health is committed to providing a work environment and culture that maximizes the professional growth of employees and meets the health care needs of the diverse communities that we serve.

It is the policy of Henry Ford Health to provide equal employment opportunities to all Henry Ford Health employees and applicants for employment without regard to race, color, creed, religion, age, sex, national origin, disability, veteran status, size height, weight, marital status, family status, gender identity, sexual orientation, and Genetic Information, or any other protected status in accordance with applicable federal and state laws.

This policy applies to all terms and conditions of employment including, but not limited to: recruitment, hiring, placement, development, promotion, termination, reductions in force, transfers, leaves of absence, compensation and benefits.

### Procedure

#### General Information

It is the responsibility of all Henry Ford Health operational leadership to create, maintain and ensure an atmosphere free of discrimination and harassment. It is also the responsibility of every employee to respect the rights of co-workers, patients and all persons visiting our facilities.

#### Reporting/Notification

If an employee experiences any job-related discrimination or harassment, has a related complaint or believes, in good faith, that he or she has been treated in an unlawfully discriminatory manner, the matter should be **immediately** reported to the immediate supervisor, the highest on-site manager available or any Human Resources representative. Management personnel who have reports of discrimination and/or harassment reported to them shall immediately discuss the allegation with the appropriate Human Resources representative. Further, any employees who become aware of, or has any information regarding discrimination and/or harassment of oneself or another employee shall immediately report this information to an immediate supervisor, the highest on-site manager available or any Human Resources representative. The failure to report information may result in corrective action, up to and including termination. Management or other operational leadership, who learn of such incidents of harassment and fail to immediately report the allegation with the appropriate Human Resources Representative, may be subject to corrective action, up to and including termination.

#### Investigation of Complaints

Upon receipt of a complaint, Human Resources, with the assistance of the appropriate Supervisor, and in consultation with Corporate Legal, shall conduct a prompt, thorough and objective investigation. This investigation shall be thoroughly documented and may require interviews with the complainant, alleged offender, and all witnesses. All information or documents generated by such an investigation will be handled in a confidential manner. At the conclusion of the investigation, Human Resources, in consultation with appropriate operational leadership and legal counsel, will decide on the appropriate corrective or other action up to and including termination with which to respond to the complaint.

No person making a good faith report of discrimination or harassment or assisting in an investigation of such a report will be subject to retaliation for the making or investigation of such report.

#### False Claims

Any person, who knowingly, or in reckless disregard for the truth, makes a false claim of discrimination or harassment, will be subject to corrective action up to and including termination.

#### Claims of Discrimination Relating to Involuntary Terminations

An employee who is involuntarily terminated from employment and who believes the termination decision was discriminatory on the basis of a protected category recognized by federal or state laws, must pursue any such claims under the Henry Ford Health ADR Program, see [Alternative Dispute Resolution \(ADR\) Program](#) up to and including the ADR Panel. If the employee is not satisfied with the decision of the ADR Panel, any discrimination claim can only be pursued in binding arbitration in accordance with the [Mandatory Arbitration Policy](#)

#### Pay Transparency Nondiscrimination Provision

Henry Ford Health will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- A. in response to a formal complaint or charge,
- B. in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
- C. Consistent with the Henry Ford Health legal duty to furnish information.

### Related Documents

[Americans with Disabilities Act Policy](#)

[Harassment Policy](#)

[Mandatory Arbitration Policy](#)

### References/External Regulations

Title VII of the Civil Rights Act of 1964 and its amendments

Vietnam Era Veterans Readjustment Act

Michigan Elliott-Larsen Civil Rights Act

Michigan Persons with Disabilities Civil Rights Act.

### Attachments

[Equal Employment Opportunity Statement](#)