SNOQUALMIE VALLEY HOSPITAL DISTRICT

Snoqualmie Valley Hospital Policy

Non-Discrimination

Human Resources 10106 **Official** (Rev: 1)

Scope: All Hospital District Employees
Purpose: To define non-discrimination practices of the hospital district
Statement: This policy defines the non-discrimination expectations of the hospital district in its business practices and policies. The policy also defines the process by which the hospital district will attempt to resolve any complaints or questions regarding any potential acts of discrimination.

Policy:

King County Public Hospital District #4 does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, or national origin, sexual orientation, or on the basis of disability or age in admission to, participation in, or receipt of these services and benefits of any of its programs and activities or in employment therein, whether carried out by King County Public Hospital District #4 directly or through a contractor or any other entity with whom King County Hospital District #4 arranges to carry out its programs and activities.

This statement is in accordance with the provision of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to the Acts, Title 45 Code of Federal Regulations Part 80, 84 and 91.

In case of questions concerning this policy, or in the event of a desire to file a complaint alleging violations of the above, please contact the human resources department.

Procedure:

King County Public Hospital District #4 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Health and Human Services regulations (45 C.F.R. Part 84), implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified disabled individual shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." The law and regulation may be examined in the human resources department, who has been designated to coordinate the efforts of King County Public Hospital District #4 to comply with the regulations.

1. A complaint should be in writing, containing the name and address of the person filing it, and a brief description of the alleged discriminatory act.

2. A complaint should be filed in the office of the Human Resources Director, within a reasonable time, usually thirty (30) days, after the person filing the complaint becomes aware of the alleged discriminatory act.

3. The Chief Executive Officer, or designee, will investigate the complaint. The investigation will be

informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.

4. The Chief Executive Officer shall issue a written decision determining the validity of the complaint note later than thirty (30) days after the filing of the complaint, unless the party alleging the discrimination agrees to an extension of this deadline.

5. The Human Resources Director shall maintain the files and records relating to all complaints filed. The Human Resources Director may assist the person with the preparation and filing of complaints, participation in the investigation of complaints, and advise the Chief Executive Officer concerning their resolution.

An individual who files a complaint may pursue other remedies.

Referenced Documents

Reference Type	Title	Notes

Signed by	(01/22/2013) Jay Rodne, Legal Counsel (01/23/2013) Steve Daniel, Chief Financial Officer (02/19/2013) Rodger McCollum, Chief Executive Officer		
Effective Date	02/23/2011		
Last Revision/Review Date	02/19/2013		
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