
TITLE: EQUAL EMPLOYMENT OPPORTUNITY POLICY

CATEGORY: HUMAN RESOURCES

EFFECTIVE DATE: DECEMBER, 2025

Scope:

This policy applies to all employees, applicants, contractors, and volunteers of Carolina Health Centers, Inc. (CHC) across all locations and departments. It governs every aspect of employment, including recruitment, hiring, promotion, compensation, training, and termination.

Purpose:

Carolina Health Centers, Inc. is committed to fostering a workplace that reflects our Values and Mission by ensuring equal employment opportunity for all individuals. Our goal is to maintain an environment free from discrimination and harassment, where employment decisions are based solely on qualification, merit, and business needs. This policy affirms CHC's dedication to compliance with all applicable federal, state, and local EEO laws and regulations.

Policy:

CHC strictly prohibits discrimination in any employment decision or practice based on race, color, age, sex, sexual orientation, gender identity or expression, national origin, religion, marital status, medical condition, disability, military service, veteran status, pregnancy, or any other classification protected by law. This commitment applies to all employment actions, including but not limited to:

- Hiring and placement
- Promotion, transfer, and demotion
- Layoff and termination
- Recruitment and advertising
- Compensation and benefits
- Training and development
- General treatment during employment

Violations of this policy will result in appropriate disciplinary action, up to and including termination.



Reporting and Investigation:

Employees who believe this policy has been violated should promptly report concerns to the Human Resources Department or their management team (director, manager, or supervisor). CHC will investigate all complaints thoroughly and confidentially and take corrective measures as needed. Retaliation against any employee for reporting a violation, participating in an investigation, or exercising rights under this policy is strictly prohibited.

EEO Officer Designation

The Chief Human Resources Officer (CHRO) serves as the Equal Employment Opportunity Officer, reporting directly to the CEO. The EEO Officer is responsible for:

- Monitoring HR compliance with EEO laws and CHC policy
- Overseeing investigations and resolutions of complaints filed by staff
- Developing and providing EEO training and communication programs for staff
- Reporting regularly to the CEO and Board on EEO compliance efforts.

The CEO, under the direction of the Board, retains ultimate responsibility for the administration of this plan and ensures that personnel actions align with CHC’s EEO principles.

Communication and Accessibility

Copies of this policy will be provided to all employees and posted at all CHC locations. All staff with personnel responsibilities will receive training in their duties under this plan. CHC will use multiple communication channels—bulletin boards, orientation sessions, publications, and meetings—to reinforce its commitment to EEO.

Employment Practices

Pay scales will be based on job classification and merit, not on any protected characteristic. All job openings will be filled based on qualifications and individual merit.

Approved by:

CEO Signature	Date
CHRO Signature	Date

