

Equal Employment Opportunity Policy

APPLICABILITY

This policy is applicable to all employees, applicants for employment, visitors, contractors, and to those individuals/groups that conduct business with or use the resources of Nationwide Medical Staffing, Inc.

POLICY

It is the policy of Nationwide Medical Staffing, Inc. to establish guidelines and procedures governing equal opportunity and nondiscrimination for all employees, applicants for employment, visitors, contractors, or individuals/groups that conduct business with or use the resources of Nationwide Medical Staffing, Inc.

Nationwide Medical Staffing, Inc. is an Equal Employment Opportunity (EEO) employer and prohibits any form of discrimination. There shall be no discrimination against any employee, applicant for employment, visitors, contractors, and to those individuals/groups that conduct business with or use the resources of Nationwide Medical Staffing, Inc. This policy shall ensure the following:

- A. equal employment opportunity exists in all employment practices including, but not limited to recruitment, interview, hiring, promoting, training, termination, compensation, and benefits;
- B. the work site is free of discrimination and sexual harassment and is monitored and maintained;
- C. provisions for equal employment opportunities for qualified persons with disabilities who are applicants or employees;
- D. that in offering employment and promotions to persons with disabilities no reductions in compensation would result because of disability income or other benefits; and
- E. reasonable accommodations shall be provided, when requested, to persons with disabilities who are either employees or applicants.

DEFINITION

Discrimination

Adverse treatment because of age (40 and above), race, color, religion, religious creed, ancestry, national origin, disability, AIDS or HIV status, sex, sexual orientation, gender, gender identity or expression, union, or because of opposition to a discriminatory practice, filing a charge of discrimination, testifying or participating in a charge of discrimination. Discrimination may involve a single act or it may involve a continuing policy or practice.

PROCEDURES

1. Any employee or applicant who believes that he/she has been discriminated against because of membership in a protected class may file a discrimination complaint.
2. Discrimination complaints shall be filed with Nationwide Medical Staffing, Inc.'s **EEO Liaison, Carolyn Bennett, Director of Operations & Marketing**. If the complainant is not comfortable with the investigation being conducted by the EEO Liaison, the complaint may be filed with **Pramod Srivastava, President & CEO**.
2. Copies of the EEO Discrimination Complaint Form are available (***in the EEO Office/Human Resource Office, or -----***).
3. All complaints must be investigated and treated seriously. There is no distinction between a formal or informal complaint. A complaint does not need to be in writing to warrant the need for an investigation. Once a verbal complaint is received, the complainant may be asked to put the complaint in writing.
5. When a discrimination complaint is filed, **the EEO Liaison or designee** shall investigate the complaint by interviewing the complaining employee, the accused, the witnesses, and reviewing any and all pertinent documentation.

Retaliatory Conduct Prohibited

Retaliatory action against anyone for opposing discrimination, complaining of discrimination, including harassment, and/or providing witness testimony in connection with a discrimination complaint investigation or proceeding is prohibited by state and federal law, and shall be grounds for disciplinary action. Victims of such actions should report this behavior so that corrective action can be taken.

Avenues of Recourse for Discrimination Complaints and Appeals may be filed with the following agencies within the prescribed time frames.

Pennsylvania Human Relations Commission (*Within 180 calendar days of alleged occurrence*) www.phrc.state.pa.us

Harrisburg Regional Office
1101-1125 S. Front Street
5th Floor
Harrisburg, PA 17104
717-787-9784
(TTY) 717-787-7279

Philadelphia Regional Office
110 North 8th Street
Suite 501
Philadelphia, PA 19107
215-560-2496
(TTY) 215-560-3599

Pittsburgh Regional Office
300 Liberty Avenue
11th Floor
Pittsburgh, PA 15222
412-565-5395
(TTY) 412-565-5711

Equal Employment Opportunity Commission (*Within 300 calendar days of alleged occurrence*) www.eeoc.gov

Philadelphia District Office
801 Market Street, Suite 1300
Philadelphia, PA 19107
1-800-669-4000
(TTY) 1-800-669-6820

Pittsburgh District Office
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000
(TTY) 412-395-5904

Distribution of Policy

Nationwide Medical Staffing, Inc.'s EEO Policy shall be distributed **in employment packets and posted on the company's website.**