Non-discrimination in Health Programs and Activities

Scope
Licking Memorial Health Systems (LMHS) includes all Licking Memorial Hospital locations as well as Licking Memorial Health Professionals physician practices.

Purpose
LMHS is committed to providing an environment in which all individuals are treated with respect and dignity. It is the policy of LMHS to ensure that its environment is free from discrimination on the basis of race, color, national origin, age, disability, and sex.

This policy applies to all employees, physicians, vendors, third parties, contractors or contracted employees, students, and volunteers affiliated with or under contract with LMHS. Conduct prohibited by this policy is unacceptable in the workplace. Those individuals who engage in acts prohibited by this policy, regardless of status, position, or title, will be subject to appropriate corrective action.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 1557 of the Affordable Care Act, and Regulations of the United States Department of Health and Human Services (HHS) issued pursuant to these statutes at Title 45 Code of Federal Regulations, parts 80, 84, and 91.

Communication of Policy
This policy will be communicated to employees and physicians at the time of hire and then annually throughout their employment with LMHS.

Language Assistance Services
LMHS provides free aid and services to people with disabilities or to people whose primary language is not English, such as:
- Qualified sign language interpreters
- Qualified interpreters
- Written information in other formats (large print, audio, accessible electronic formats)
- Information written in other languages

Oversight/Reporting of Incidents
All employees are responsible for maintaining a work environment that is free from discrimination and for acting upon or reporting conduct that violates this policy. This responsibility includes the necessity to immediately report to Human Resources any apparent acts of discrimination, either directly witnessed or brought to their attention by another individual. Employees are responsible for reporting perceived incidents of discrimination regardless of the offender's identity or position.

Investigation of Complaints
All reported allegations of discrimination will be investigated promptly. This investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Statement of Non-retaliation

LMHS forbids retaliation against any employee for reporting or bringing a complaint of discrimination. Employees should report any incidents of retaliation to their supervisor, manager, or Human Resources.

Grievance Procedure

If you believe that LMHS has discriminated in any way on the basis of race, color, national origin, age, disability, or sex, you can file a written grievance with:

LMHS Corporate Compliance
Attn: Assistant Vice President Legal Services/General Counsel
1320 West Main Street
Newark, Ohio 43055
Phone: (220) 564-4003
Fax: (220) 564-7711
Email: corp@LMHealth.org

You may file a written grievance in person, by mail, or email. If you need help filing a grievance, you may contact the Assistant Vice President Legal Services/General Counsel at corp@LMHealth.org for assistance. You can also file a civil rights complaint with the HHS Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

US Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
Phone: (800) 368-1019, (800) 537-7697 (TDD)

Licking Memorial Health Systems

LMHealth.org