

**APPROVED BY: ADMINISTRATION**  
**EFFECTIVE DATE: March 2018**  
**REVIEW DATE: November 2018**  
**REVISION DATE:**

**1.0 PURPOSE:**

Howard Memorial Hospital (HMH) is committed to the principle and practice of non-discrimination and equal opportunity in all areas of employment and other services that affect employees, students and the general public. The ability of HMH to meet its mission will increasingly depend on and be strengthened by incorporating constructive diversity and inclusion in its faculty, students and staff. Racism, bigotry and discrimination subvert the mission of HMH which is to improve the health of the communities we serve and the vision of being the respected healthcare organization partnering with Howard County and the surrounding communities providing service excellence. HMH will promote a wholesome environment that encourages an employee to function at an optimal level and provides an environment that patient's feel trusted, respected and treated with compassion.

Please refer to HR policy relating to employment of staff. The remainder of this policy will communicate expectations related to patient care.

**2.0 POLICY:**

It is the policy of HMH to admit, treat, transfer, and assign all patients without regard to race, color, national origin, age, gender, gender identity, sexual orientation or disability. There shall not be any intimidating or retaliatory actions against any person asserting rights secured under statutes pertaining to non-discrimination. There is no distinction in eligibility for or in the manner of providing any services offered by HMH, Medical Clinics, or outside services provided by HMH.

**3.0 PROCEDURE:**

All staff will be trained annually through the Care Learning platform on Non-Discrimination and gender sensitivity and as necessary at monthly staff meetings.

All complaints or allegations of slurs, inscriptions, jokes or other offensive behavior based on race, color, religion, national origin, creed, service, gender, gender identity, gender expression, sexual orientation, age, genetic information, and/or mental/physical disability in the workplace or related to patient care will be reported and information will be communicated to the Human Resources Director immediately. Progressive discipline will be implemented in proven cases of non-compliant behavior. Sensitivity training may also be made available for those employees guilty of the behavior.

**REFERENCES:**

Human Resource Policy-Harassment/Disruptive Behavior  
Section 1557 of the Affordable Care Act