

# Equal Employment Opportunity & Affirmative Action

## Content Applies To

Mayo Clinic

## Scope

This Mayo Clinic Policy that applies to all employees at all Mayo Clinic locations. This policy applies to all allied health staff, consulting staff, research temporary professionals, residents, fellows, students, volunteers, temporary workforce, visitors, contractors, and vendors. Salary, benefits, and human resource/operational policies are subject to change by Mayo Clinic at any time. The contents of this policy are not intended to constitute a contract of employment. Both Mayo Clinic and the individual may terminate the employment relationship at any time.

## Purpose

Equal opportunity in employment and education at Mayo Clinic is a moral and legal obligation. Mayo Clinic is committed to pursuing affirmative action efforts to strengthen the participation of women, minorities, veterans, and persons with disabilities in employment at Mayo Clinic. Mayo Clinic is further committed to complying with the federal and state laws that prohibit discrimination on the basis of race, sex, age, religion, national origin, marital status, color, creed, sexual orientation, gender identity or expression, disability (physical and mental), genetic information, veteran status, and status with regard to public assistance.

## Policy

Mayo Clinic prohibits discrimination on the basis of a person's legally protected class status. Equal Employment Opportunity (EEO) is provided to employees and applicants in all personnel actions including, but not limited to, the following: recruitment, selection, promotion, demotion, transfer, termination, training and education, benefits, and workforce management guidelines. Mayo Clinic will seek and select persons for employment or admission, and will train, advance, promote, transfer, and compensate such persons on the basis of individual capability, potential or contribution to the programs and goals of the institution.

Each administrator, supervisor and employee of Mayo Clinic is responsible for conducting employment activities in support of and in compliance with this policy.

Failure to comply with this policy or federal or state law that prohibits discrimination will be subject to corrective action (up to and including termination of employment).

Mayo Clinic respects, supports, and observes the laws, directives and regulations of the state and federal government that prohibit discrimination.

A climate of equal opportunity that nurtures and supports the fullest contributions of all employees is essential to Mayo Clinic's success in patient care, education and research. Creating and sustaining this climate is the responsibility of all who provide service and learn at Mayo Clinic. Leadership is expected to reinforce these principles. If individuals under the scope of this policy believe they are being harassed, intimidated, threatened, coerced, or discriminated because they have engaged in or may engage in any of the following activities, they should notify a supervisor or a representative of Human Resources, or call the Compliance Hotline (888-721-5391) or visit the Compliance website: These activities are: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other Federal, state or local law requiring equal opportunity for disabled persons or covered veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other Federal, state or local law requiring equal opportunity for disabled persons or covered veterans, or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

If an employee with a disability (physical or mental) would like to discuss reasonable accommodations, or the employee feels discriminated against based on their disability, they should notify their supervisor. The purpose is to discuss various options that may allow an employee to perform essential functions of the job. Human Resources is available to assist with the discussion of the various options. If an employee has been unsuccessful with the supervisor or does not feel comfortable discussion with supervisor, they should contact their Human Resource service partner for assistance.

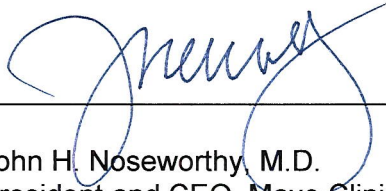
Vendors, contractors, and others doing business with the organization are expected to adhere to the intent of this policy and comply with the principles of equal opportunity employment in their business activities as well.

The Mayo Clinic Diversity and Inclusion Oversight Committee, appointed annually by the Board of Governors, in coordination with the Diversity Committees in Arizona and Rochester, reviews Mayo Clinic activities in support of equal opportunity and affirmative action. The Committee's role is to communicate and support ongoing efforts in the institution. The Mayo Clinic Diversity Oversight Committee's liaisons with various departments, such as the Department of Human Resources and other appropriate departments and committees, address the primary responsibilities vested in them for reviewing related activities and compliance related to personnel and academic policies.

The non-confidential portions of the affirmative action program for individuals with disabilities and protected veterans may be viewed by any employee or applicant for

employment by contacting Human Resources at 507-266-0440 between 8 a.m. and 5 p.m., Monday through Friday.

As President and CEO of Mayo Clinic, I fully support our affirmative action program and am committed to the implementation of the company's equal opportunity and affirmative action policies. The Department of Human Resources and the Chief Human Resources Officer are responsible for assembling employment and class enrollment data, preparing affirmative action programs, and implementing new diversity initiatives. Any incident or policy that is in conflict with the organization's EEO policy should be reported to Human Resources. The Human Resources Department, in coordination with others, will thoroughly investigate individual complaints and concerns. Under no circumstances will retaliation of a complainant be tolerated.

A handwritten signature in blue ink, appearing to read "John H. Noseworthy", is written over a horizontal line. The signature is stylized and cursive.

John H. Noseworthy, M.D.  
President and CEO, Mayo Clinic