



## Equal Employment Opportunity & Affirmative Action

<b>Policy Number:</b> 01.230	<b>Policy Title:</b> Equal Employment Opportunity & Affirmative Action	
<b>Policy Owner:</b> Mona Schafer	<b>Policy Category:</b> Human Resources	
<b>Effective Date:</b> November 1, 2021	<b>Last Review Date:</b> April 22, 2025	
<b>Covered Organizations:</b> Avel eCare, LLC, Avel eCare Medical Group entities, and Affiliated Staff		
<b>Attachment:</b>	<b>Procedure:</b>	<b>Related Policy:</b>

### PURPOSE

This policy serves to establish non-discriminatory fair employment practices for all applicants and employees of Avel eCare.

### SCOPE

This Equal Employment Opportunity/Affirmative Action policy applies to all Avel eCare, LLC, Avel eCare Medical Group entities, and affiliated staff.

### POLICY

Avel eCare has been and will continue to be an equal opportunity employer. To ensure full implementation of this equal opportunity policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned, and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are based on only job requirements and administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The Vice President of People and Culture has been assigned overall responsibility to implement the Company's legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the EEO Coordinator will implement and administer an audit and reporting system to ensure compliance with Avel eCare's affirmative action obligations, periodically measure the effectiveness of the affirmative action programs, and identify any areas for potential remedial action, as appropriate.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Company's affirmative action programs for individuals with a disability or protected veterans, please contact the Vice President of People & Culture during regular business hours. This is also a reminder that employees may update their disability status at any time, in Synchr or by contacting [hr@avelecare.com](mailto:hr@avelecare.com)

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## RELATED DOCUMENTS

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None

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## DEFINITIONS

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*Avel eCare* – includes all Avel eCare-owned, leased, sponsored, joint-venture, and managed entities, including both patient care and operational entities.

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## REFERENCES

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None

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## REVISION HISTORY

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Revision Number	Revision Summary	Submitted By	Submission Date	Approval Date	Approved By
1	Initial Draft	M. Schafer	10/28/2021	10/28/2021	Administrative Policy Committee
2	DEI Mandate		04/18/2025		

*This policy was developed as a guide for the delivery of telehealth services and is not intended to define the standard of care. This policy should be used as a guide for the delivery of service, although originating site or Avel eCare personnel may deviate from this guide to provide appropriate individualized care and treatment for each patient.*