



521 4th Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY AND PROCEDURE

AFFIRMATIVE ACTION POLICY

2001

SERVICES

Bullhook Community Health Center and its employees will not discriminate against anyone needing services offered by this institution the basis of race, color, creed, religion, gender, national origin, qualified handicap, ability to pay, or age.

EMPLOYMENT

Bullhook Community Health Center will employ those persons considered overall best qualified by training, experience and other related criteria to assume the responsibilities of a position.

In all employment actions, a person's race, color, creed, religion, national origin, gender, ability to pay, or qualified handicap will not be a factor.

AFFIRMATIVE ACTION PROCEDURES

Bullhook Community Health Center has established employment procedures to insure that its non-discriminatory employment policy is carried out. These procedures include:

1. A person may apply for any position whether or not there is a vacancy. The application is kept in an active file for six (6) months and reviewed should the position become vacant during that time. All applications will be retained with the personnel files.
2. In-house hiring of qualified applicants is encouraged as a way to reward good service and ensure retention of high-quality employees.
3. If insufficient applications are on file for a particular position, an advertisement describing the position will be placed with the Job Service.
4. Bullhook Community Health Center is an "Equal Opportunity Employer".
5. Each applicant for employment must complete application for employment forms or present an acceptable resume or CV which gives all pertinent information.
6. The applications are screened to determine qualified candidates.
7. All qualified applicants passing initial screening will be asked for an interview.
8. At least two references will be checked before a hiring decision will be made.

COMPLAINT PROCEDURE

If a recipient of services, an employee or an applicant for services or employment feels that he/she has been adversely affected due to discrimination based on the person’s gender, national origin, race, creed, religion, qualified handicap or age, the person has the right to:

1. Contact the Executive Director of Bullhook Community Health Center. If the complaint is concerning employment or services.
2. Put the complaint in writing and include all pertinent facts, i.e. the nature of discrimination, what happened, when and where this happened, and who discriminated against the person. Sign and send the written account to the Executive Director, Bullhook Community Health Center, 521 4th Street, Havre, MT 59501.

GUARANTEES

1. If a person submits a complaint based on discrimination, that person will not be intimidated, threatened, coerced or discriminated against as a result of the complaint.
2. The identity of the complaint will be kept confidential except to the extent necessary to investigate the complaint.
3. The receipt of the complaint will be acknowledged within five (5) working days of filing. The complainant will be notified of the disposition of the complaint after receipt by the Executive Director within 45 days.

Each complaint and its resolution will be kept on file for two years from the original date.

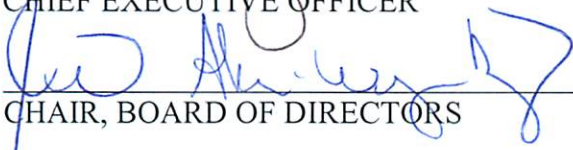
POLICY REVIEW

This Affirmative Action Policy will be reviewed annually and dated to indicate when the review is completed.



 CHIEF EXECUTIVE OFFICER

Date: 11-24-15



 CHAIR, BOARD OF DIRECTORS

Date: 12-1-15

Date first adopted	12/19/2007
Date Revised/QI Board approval	12/19/2007, 05/27/2015
New date adopted/Board of Directors approval	01/01/2008, 06/08/2015