

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

HART's Equal Employment Opportunity Policy and Equal Employment Opportunity Program / Affirmative Action Plan affects all employment practices including: recruitment, selection, promotions, terminations, transfers, layoffs, disciplinary actions, compensation, training, benefits and all other terms and conditions of employment. This statement is posted in conspicuous locations so that employees, applicants and the general public are cognizant of HART's commitment. This statement is also included in the written Equal Employment Opportunity Program / Affirmative Action Plan.


HART is committed to equal employment opportunity for all persons, regardless of race, color, creed, national origin, sex, age, marital status, sexual orientation, gender identity or expression, disability, veteran status or other status protected by Federal or State law and to undertake an affirmative action program, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women.

The responsibility for the implementation of the HART Equal Employment Opportunity Program / Affirmative Action Plan is assigned to Brooke Basquit, Director of Human Resources. Ms. Basquit's office is located at: 4305 E 21st Avenue, Tampa, Florida 33605; Telephone: (813) 384-6385. All management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved. Performance by management personnel will be evaluated on the success of the Equal Employment Opportunity Program / Affirmative Action Plan in the same way as their performance on other HART goals.

HART believes that the successful achievement of equal employment opportunity / affirmative action goals will provide benefits to our organization through fuller utilization and development of previously underutilized human resources.

Any applicant or employee who feels they have been discriminated against has the right to file a formal complaint with Brooke Basquit, EEO/AA Officer.

HART will not tolerate retaliation against any individual for making a good faith discrimination complaint or for providing information related to such complaints.



Katharine Egan
Chief Executive Officer

05/08/2017

EEO/AA COMPLAINT PROCEDURE

The purpose of the Equal Employment Opportunity / Affirmative Action (“EEO/AA”) Complaint Procedure is to promote the HART commitment to Equal Employment Opportunity and Affirmative Action by offering employees and applicants an opportunity to express complaints alleging discrimination and for designated HART management to have the opportunity to respond to the complaints. All applicants and employees may use this process and are notified of their right to do so by posting of the Statement of Equal Employment Opportunity Policy signed by the Chief Executive Officer.

Brooke Basquit, Director of Human Resources, has been designated as the EEO / AAP officer, and is responsible for administration of this policy. Ms. Basquit’s office is located at 4305 E 21st Avenue, Tampa, FL 33605; phone: (813) 384-6385. Designated staff may assist the EEO / AAP officer in administration of the EEO / AA Policy, including the investigation of complaints filed under this procedure.

- Employees and applicants contact the EEO / AAP Officer who will meet with the complainant.
- Clear, concise information, pertaining to the complaint is presented in writing to the EEO / AAP Officer.
- A prompt and thorough investigation of the complaint is conducted.
- The EEO / AAP Officer will respond to the complainant, in writing, within 30 days of the submitted written complaint.
- Complainant may submit, to the Chief Executive Officer, a written request for appeal within 10 calendar days of receipt of the written response from the EEO / AAP officer.
- The Chief Executive Officer, or designee, will review the request for appeal and respond to the Complainant, in writing, within 10 calendar days.
- The decision of the Chief Executive Officer is final and there is not further appeal within HART.