

## **Non-Discrimination and Nondisclosure Policies:**

### **Non-discrimination:**

Seidenberg Protzko Eye Associates and the residency program does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state, or local law. No question on this application or during this application process is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state, or local law.

### **Equal Employment Opportunity**

**Title VII of the Civil Rights Act of 1964**

**Americans with Disabilities Act (ADA)**

**Effective: 1/13/10**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Seidenberg Protzko Eye Associates are based on merit, qualifications, and abilities. The practice does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, ancestry, age, disability, pregnancy or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The practice will make reasonable accommodations for individuals with disabilities, unless doing so would result in an undue hardship or a "direct threat." The practice will also provide a reasonable accommodation of an individual's sincerely held religious beliefs and practices, in accordance with applicable law.

Any employee who requires a reasonable accommodation, or who has questions or concerns about discrimination in the workplace, is encouraged to report these issues to the attention of the office manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination or any supervisor who retaliates against any employee for reporting concerns will be subject to disciplinary action, up to and including termination of employment.

### Non-Disclosure:

The protection of confidential business information is vital to the interests and success of Seidenberg Protzko Lye Associates. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Patient/customer lists
- Customer preferences
- Financial information
- Employee information
- Patient information (HIPPA)
- Public relation and marketing strategies
- Pending projects and proposals
- Physician practice management techniques
- Provider information
- Research studies
- Scientific data
- Technology data

All employees will be required to sign a non-disclosure clause on the Employee Acknowledgment Form as a condition of employment. Employees who improperly use or disclose confidential patient and/or business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.