



Equal Employment Opportunity

Teamwork and success are built on a foundation of equality. For these and other reasons, [Employer] strives to provide equal opportunity for all employees and is committed to providing a work environment free of discrimination.

Discrimination Prohibited

Preventing discrimination begins with respect for and adherence to the law. Therefore, discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, [state other class here], or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies, is strictly prohibited.

Harassment Prohibited

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, [state other class here], or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; sexual, racial, ethnic, national origin, disability or religious jokes; sexual, racial, ethnic, national origin, disability or religious slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

Workplace Equality

To promote equality, [Employer] will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, recruitment, layoffs and terminations, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies.

This policy applies to every [employee, associate e.g.] that interacts with the workplace or who participates in work-sponsored activities no matter his or her authority, [or] position [or classification]. Violators of this policy are subject to investigation and discipline including, but not limited to, termination.

Reporting Discrimination

If you believe you are discriminated against or if you know or suspect discrimination to another employee or workplace participant, you must report it immediately to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.].

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like discrimination or harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of discrimination or harassment to any person not listed above does not constitute a report.

Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

Workplace Investigations

If warranted, [Employer] will investigate credible allegations of discrimination, including harassment. [Employer] may use third parties to investigate allegations of discrimination. All employees have a responsibility to cooperate fully with any investigation. Unreasonable refusal to participate in an investigation of a complaint of discrimination may lead to discipline.

[False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of discrimination or harassment, will be subject to discipline or termination.]

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].]