

Equal Opportunity Commitment Policy Draft

Policy Statement

[Company Name] is committed to providing equal opportunities to all employees and applicants for employment. We strive to create and maintain an environment in which everyone is treated fairly, with respect, and without discrimination.

Scope

This policy applies to all employees, contractors, interns, job applicants, and other individuals associated with [Company Name].

Commitment

[Company Name] prohibits discrimination on the basis of, but not limited to, the following characteristics:

- Race
- Color
- Religion
- Gender
- Sexual orientation
- Gender identity or expression
- Age
- Marital status
- National origin
- Disability
- Veteran status
- Other characteristics protected by law

All employment decisions are based on business needs, job requirements, and individual qualifications.

Implementation

- All managers and employees are expected to uphold and promote this commitment.
- Training on diversity, equity, and inclusion will be provided on a regular basis.
- Anyone found to have violated this policy may be subject to disciplinary action.

Reporting and Resolution

Individuals who believe they have been subjected to discrimination or harassment are encouraged to report the incident to Human Resources or their manager. All complaints will be taken seriously and handled promptly and confidentially.

Policy Review

This policy will be reviewed regularly and updated as needed to ensure continued compliance with

applicable laws and best practices.

This is a draft and may be adapted to suit the specific needs of [Company Name].