

# Equal Opportunity Inclusion Policy

## 1. Purpose

The purpose of this policy is to affirm the commitment of [Organization Name] to provide equal opportunities and foster an inclusive environment for all individuals regardless of background, identity, or status.

## 2. Scope

This policy applies to all employees, applicants, volunteers, contractors, and individuals associated with [Organization Name] across all programs and activities.

## 3. Policy Statement

[Organization Name] is dedicated to creating a workplace and community where everyone is respected and valued, and where equal opportunity is provided without discrimination on the basis of, but not limited to:

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

Discrimination, harassment, and any form of exclusionary behavior are not tolerated.

## 4. Responsibilities

1. All employees and members of [Organization Name] must comply with this policy.
2. Managers and supervisors are responsible for implementing inclusive practices and addressing concerns.
3. Human Resources will provide necessary training and support regarding equal opportunity and inclusion.

## 5. Reporting and Addressing Concerns

Individuals who believe they have experienced or witnessed discrimination should report their concerns to their supervisor, manager, or Human Resources. All reports will be taken seriously, and appropriate action will be taken in a timely manner.

## 6. Monitoring and Review

This policy will be reviewed periodically to ensure its effectiveness and to incorporate any legal or organizational changes. Feedback is encouraged from staff and stakeholders.

## 7. Approval and Implementation

This policy has been approved by the [Executive Team/Board of Directors] and is effective as of [Date].

[Organization Name]  
[Date]