

# Equal Opportunity Policy

## Policy Statement

[Company Name] is committed to providing a work environment that is free from discrimination and provides equal opportunity to all employees and applicants for employment. We value diversity and inclusivity and strive to ensure that all individuals are treated with dignity and respect in all aspects of employment.

## Scope

This policy applies to all employees, applicants, contractors, volunteers, and interns at [Company Name] and covers all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination.

## Equal Opportunity Commitment

[Company Name] does not tolerate discrimination on the basis of:

- Race
- Color
- Religion
- Gender
- Sexual orientation
- Gender identity or expression
- Age
- Disability
- Marital status
- Veteran status
- National origin
- Or any other protected characteristic as defined by law

All personnel decisions are based on individual qualifications, performance, abilities, and organizational needs.

## Responsibilities

Employees and managers are expected to act in accordance with this policy at all times. All complaints or breaches should be reported promptly to Human Resources or a designated supervisor. [Company Name] will investigate all reports and take appropriate corrective action.

## Review & Implementation

This policy will be reviewed regularly and updated as necessary to ensure compliance with applicable laws and best practices. Managers and supervisors are responsible for ensuring the implementation of this policy in their areas of responsibility.

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

