

Workplace Equal Opportunity Policy

1. Purpose

The purpose of this policy is to affirm our commitment to providing equal opportunity in all aspects of employment, free from discrimination and harassment.

2. Scope

This policy applies to all employees, job applicants, contractors, volunteers, and visitors in the workplace.

3. Policy Statement

We are committed to ensuring equal opportunity in all employment practices, including recruitment, selection, training, promotion, and compensation. All employment decisions are based on merit and business needs, without regard to:

- Race
- Color
- Religion
- Gender
- Sexual orientation
- Gender identity or expression
- Age
- Disability
- Marital status
- Family or parental status
- National origin
- Veteran status
- Any other status protected by applicable law

4. Responsibilities

- All employees are responsible for supporting and upholding this policy.
- Managers must ensure decisions and workplace behavior align with the principles of equal opportunity.

5. Complaint Procedure

Employees who believe they have been subjected to discrimination or harassment should report their concern to their manager or Human Resources. All complaints will be investigated promptly and thoroughly.

6. Disciplinary Action

Any employee found to have breached this policy may be subject to disciplinary action, up to and including termination of employment.

7. Review

This policy will be reviewed regularly to ensure ongoing effectiveness and alignment with legal requirements.