

Equal Opportunity Employer Policy

Sample Outline

I. Policy Statement

- Affirmation of commitment to equal employment opportunity.
- Statement prohibiting discrimination based on legally protected characteristics.

II. Scope

- Applies to all employees, applicants, contractors, and activities.

III. Policy Coverage

1. Recruitment and Hiring
2. Compensation and Benefits
3. Training and Promotion
4. Termination and Layoff
5. Other Terms and Conditions

IV. Prohibited Discrimination

- Race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status.

V. Responsibilities

- Management and supervisory roles in implementing the policy.
- Employee responsibilities in upholding the policy.

VI. Complaint Procedure

1. How to file a complaint.
2. Investigation and resolution process.
3. Protection against retaliation.

VII. Policy Administration

- Designated individual/department responsible for administration and oversight.
- Procedures for review and updates to the policy.