Inclusive Workplace Policy Template

Effective Date: _____

Approved by: _____

1. Policy Statement

Our organization is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We strive to maintain a respectful workplace where all individuals are valued and empowered to contribute.

2. Purpose

The purpose of this policy is to outline our commitment to an inclusive workplace, prohibit discrimination, and provide guidelines for ensuring equality for all employees.

3. Scope

This policy applies to all employees, contractors, applicants, and stakeholders, regardless of employment status or location.

4. Principles

- Respect for all individuals
- Equal opportunity in recruitment, promotion, and development
- Zero tolerance for discrimination and harassment
- Encouragement of diverse perspectives and backgrounds
- Continuous improvement of inclusive practices

5. Prohibited Conduct

Discrimination, harassment, or exclusion on the basis of age, race, gender, sexual orientation, religion, ability, or any other protected characteristic is strictly prohibited.

6. Roles & Responsibilities

- **Managers:** Promote and enforce this policy; address incidents promptly.
- **Employees:** Treat others with respect; participate in inclusion efforts.
- **HR:** Monitor, implement training, investigate complaints, and ensure compliance.

7. Reporting & Resolution

Any employee who experiences or witnesses discrimination or exclusion should report the incident to HR. All reports will be handled confidentially and investigated promptly.

8. Training & Awareness

The organization will provide regular training on diversity, equity, and inclusion to all employees and managers.

9. Review & Compliance

This policy will be reviewed annually and updated as necessary. Non-compliance may result in disciplinary action, up to and including termination.

10. Acknowledgment

All employees are required to read, understand, and comply with this policy.

Signature: _____ Date: _____