

Anti-Discrimination Policy

1. Purpose

This policy is intended to provide a framework to prevent discrimination in the workplace and to promote an environment of respect and equal opportunity for all employees.

2. Scope

This policy applies to all employees, contractors, interns, volunteers, and applicants of [Company Name], regardless of location or position.

3. Policy Statement

[Company Name] is committed to providing a work environment free from discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.

4. Prohibited Conduct

- Discrimination in hiring, promotion, termination, compensation, benefits, or any other condition of employment.
- Harassment or differential treatment based on protected characteristics.
- Retaliation against individuals who report or oppose discrimination.

5. Employee Responsibilities

- Treat all colleagues with dignity and respect.
- Report any incidents of discrimination promptly to management or Human Resources.
- Cooperate in investigations of alleged discrimination.

6. Management Responsibilities

- Enforce this policy fairly and consistently.
- Respond promptly to reports of discrimination.
- Ensure that no retaliation occurs against anyone making a report in good faith.

7. Procedure for Reporting

1. Report concerns to your supervisor, manager, or Human Resources in writing or orally.
2. All reports will be treated confidentially and investigated promptly.
3. Appropriate corrective actions will be taken if a violation is found.

8. Related Policies

See also: Code of Conduct, Workplace Harassment Policy, Equal Employment Opportunity Policy.

9. Signature & Date

[Authorized Representative]

Date: _____