

Equal Opportunity Policy

Policy Number: [Insert Number]

Effective Date: [Insert Date]

Approved By: [Insert Name/Title]

Purpose

The purpose of this policy is to affirm [Company Name]'s commitment to providing equal employment opportunities to all employees and applicants. We aim to maintain a work environment that is free from discrimination, harassment, and retaliation.

Scope

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

Policy Statement

[Company Name] is an Equal Opportunity Employer. Employment decisions are based on merit, qualifications, and business needs. We do not discriminate or tolerate discrimination against any individual on the basis of:

- Race or color
- Religion or belief
- Sex, gender, or sexual orientation
- Gender identity or expression
- Age
- Disability
- Marital or civil partner status
- Pregnancy or maternity
- National or ethnic origin
- Veteran status
- Any other basis protected by law

Responsibilities

- **Managers & Supervisors:** Ensure this policy is implemented within their teams, and address concerns promptly and confidentially.
- **Employees:** Treat others with respect and report any violations of this policy.
- **Human Resources:** Oversee policy compliance and handle complaints or investigations.

Procedures

1. Employees or applicants who believe they have been subjected to discrimination should contact Human Resources or their manager.
2. Complaints will be investigated promptly and impartially.
3. No retaliation will occur against individuals who report concerns in good faith.
4. Appropriate action will be taken against those found to have violated this policy.

Review

This policy will be reviewed regularly and updated as necessary to ensure ongoing compliance with relevant laws and best practices.

Contact

For questions or further information regarding this policy, please contact Human Resources at [HR Contact Information].