

# Inclusive Hiring Policy Template

## Purpose

This Inclusive Hiring Policy outlines our commitment to fostering a diverse and inclusive workplace. We strive to ensure that all employment practices, including recruitment, selection, and promotion, are equitable and accessible to all qualified individuals regardless of their background or identity.

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## Scope

This policy applies to all employees and job applicants, and covers all aspects of the recruitment and selection process within the organization.

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## Policy Statement

Our organization is committed to providing equal employment opportunities and promoting an environment where diversity is valued. We prohibit discrimination based on race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, disability, veteran status, or any other characteristic protected by law.

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## Inclusive Hiring Practices

- Use inclusive language in job descriptions and advertisements.
- Ensure job postings are accessible to individuals with disabilities.
- Develop diverse candidate pools using a variety of sourcing methods.
- Provide bias-awareness training for hiring managers and interviewers.
- Adapt recruitment processes to accommodate candidates' needs (e.g., accessible interviews, flexible scheduling).
- Assess candidates using standardized and job-related criteria only.

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## Responsibilities

- **Human Resource Managers:** Oversee the implementation of inclusive hiring practices and provide resources and training.
- **Hiring Managers:** Ensure fair and equitable selection processes, participate in training, and support diversity initiatives.
- **All Employees:** Foster a respectful and inclusive environment.

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## Monitoring and Review

The effectiveness of this policy will be regularly reviewed, and changes will be made as necessary to promote continual improvement in our inclusive hiring process.

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## Contact Information

For questions regarding this policy or requests for accommodation, please contact Human Resources at [Insert Contact Information].

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## **Document Version**

Last updated: [Insert Date]