

Employee Non-Discrimination Policy

Effective Date: _____

Approved by: _____

Purpose

The purpose of this Employee Non-Discrimination Policy ("Policy") is to foster an inclusive, safe, and respectful workplace, free from discrimination and harassment of any kind.

Policy Statement

Our organization is firmly committed to providing equal employment opportunities to all employees and applicants. No person will be discriminated against on the basis of race, color, ethnicity, national origin, age, religion, sex, gender, sexual orientation, gender identity or expression, disability, pregnancy, marital status, veteran status, genetic information, or any other characteristic protected by law.

Scope

This Policy applies to all employees, contractors, interns, volunteers, and candidates for employment, as well as third parties interacting with our organization.

Prohibited Conduct

- Discrimination in hiring, promotion, termination, compensation, or working conditions.
- Harassment, including unwelcome verbal, physical, or visual conduct based on any protected characteristic.
- Retaliation against anyone who reports violations of this Policy or participates in an investigation.

Reporting Procedure

Employees who believe they have experienced or witnessed discrimination or harassment should report the incident to their manager, Human Resources, or use the organization's established reporting channels.

Investigation

All reports will be taken seriously, investigated promptly, and handled to the extent possible with confidentiality. Appropriate corrective action will be taken if a violation is found.

No Retaliation

Retaliation against individuals who report discrimination or assist in investigations is strictly prohibited and will result in disciplinary action.

Responsibility

It is the responsibility of every member of our organization to uphold this Policy and help ensure a diverse

and inclusive environment.

Policy Review

This Policy will be reviewed and updated as necessary to comply with applicable laws and best practices.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____