

General Equal Opportunity Policy

Policy Statement

[Organization Name] is committed to providing equal opportunity in all aspects of employment, services, and programs. We prohibit discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by applicable law.

Scope

This policy applies to all employees, applicants, contractors, interns, volunteers, and individuals receiving services or participating in programs provided by [Organization Name].

Responsibilities

- All employees and representatives must comply with this policy and promote a respectful, inclusive environment.
- Managers and supervisors are responsible for fostering equal opportunity practices within their teams.
- The Human Resources Department oversees policy implementation and investigates reported concerns.

Procedures

- Employment decisions will be based on qualifications, merit, and business needs.
- Individuals who believe they have experienced discrimination are encouraged to report concerns to Human Resources or the relevant authority.
- Complaints will be handled promptly, confidentially, and without retaliation.

Review

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

Approval

Approved by: _____
Title: _____
Date: _____