

Simple Non-Discrimination Procedures Template

1. Purpose

To establish clear procedures for addressing and preventing discrimination within the organization.

2. Scope

These procedures apply to all employees, volunteers, clients, and contractors.

3. Policy Statement

The organization does not tolerate discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

4. Reporting Procedure

1. Any individual who experiences or witnesses discrimination should report the incident to a supervisor or designated officer as soon as possible.
2. Reports may be made verbally or in writing.
3. Reports will be treated confidentially to the extent possible.

5. Investigation

- The organization will promptly investigate all allegations of discrimination.
- All parties involved will be treated fairly and given an opportunity to present information.
- Actions may include interviews and review of relevant documents.

6. Outcomes

- Based on the findings, appropriate action will be taken in accordance with organizational policies.
- Parties will be informed of the outcome as appropriate.

7. Protection from Retaliation

Retaliation against any individual for reporting or participating in an investigation is strictly prohibited.

8. Review

These procedures shall be reviewed annually and updated as necessary.