

# Workplace Non-Discrimination Standard Policy Blueprint

## 1. Purpose

This policy outlines [Company Name]'s commitment to creating and maintaining a workplace that is free from discrimination and fosters respect, fairness, and equal opportunity for all employees.

## 2. Scope

This policy applies to all employees, applicants, contractors, interns, and persons conducting business with [Company Name] at all locations and in all circumstances related to company activities.

## 3. Policy Statement

[Company Name] prohibits discrimination or harassment against any employee or applicant based on, but not limited to, race, color, religion, sex, gender identity or expression, sexual orientation, age, disability, national origin, ancestry, marital status, veteran status, or any other characteristic protected by applicable law.

## 4. Prohibited Conduct

- Discriminatory remarks, slurs, jokes, or gestures.
- Unfair treatment in employment decisions including hiring, promotion, compensation, or termination.
- Retaliation against individuals who file complaints or participate in investigations.

## 5. Reporting Procedures

1. Employees are encouraged to report any suspected discrimination to their immediate supervisor or the Human Resources department.
2. Reports will be handled promptly, sensitively, and confidentially to the extent possible.
3. No retaliation will be permitted against those who report in good faith.

## 6. Investigation and Resolution

- All reports of discrimination will be investigated impartially and promptly.
- Appropriate actions, including disciplinary measures, will be taken if the policy is violated.

## 7. Responsibilities

- Managers and supervisors must enforce this policy and provide training as needed.
- All employees are responsible for upholding a non-discriminatory workplace.

## 8. Policy Review

This policy shall be reviewed and updated periodically to ensure ongoing relevance and compliance with applicable laws.

## 9. Acknowledgement

Employees are required to acknowledge they have read, understood, and will adhere to this policy.

Document Version: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_