

Discrimination and Harassment Policy

Date: _____

Policy Number: _____

1. Purpose

This policy provides a framework for preventing and responding to all forms of discrimination and harassment in the workplace.

2. Scope

This policy applies to all employees, contractors, volunteers, and visitors at _____.

3. Policy Statement

_____ is committed to providing a workplace free from discrimination and harassment. Discriminatory or harassing behaviors, whether verbal, physical, or visual, will not be tolerated.

4. Definitions

- **Discrimination:** Any act or omission that results in the unfair or unequal treatment of individuals based on characteristics such as race, gender, age, religion, disability, or other protected attributes.
- **Harassment:** Unwanted conduct, comments, or actions that create an intimidating, hostile, or offensive environment.

5. Reporting Procedure

- Employees are encouraged to report any incidents of discrimination or harassment to their supervisor, HR, or designated contact.
- Reports will be handled promptly and confidentially to the extent possible.

6. Investigation

All reports will be investigated in a fair, thorough, and timely manner. Appropriate action will be taken based on the findings of the investigation.

7. No Retaliation

Retaliation against individuals who report discrimination or harassment is strictly prohibited.

8. Review and Compliance

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

Approved by: _____

Date: _____