

Equal Opportunity Employment Policy

Policy Statement

[Company Name] is committed to providing a workplace that values diversity and promotes equal employment opportunities for all employees and applicants. Employment decisions are based on merit, qualifications, and business needs.

Scope

This policy applies to all aspects of employment at [Company Name], including recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment.

Non-Discrimination

[Company Name] prohibits discrimination or harassment based on race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable law.

Reasonable Accommodation

The company will provide reasonable accommodations to qualified employees and applicants with disabilities, unless doing so would result in undue hardship.

Responsibility

All employees are expected to uphold and support this policy. Managers and supervisors are responsible for ensuring compliance and addressing any concerns promptly.

Reporting & Investigation

Employees who believe they have been subject to discrimination or harassment should promptly report the issue to Human Resources or management. All complaints will be investigated promptly and thoroughly.

No Retaliation

[Company Name] strictly prohibits retaliation against any individual for reporting discrimination or participating in an investigation.

Policy Review

This policy will be reviewed on a regular basis and updated as necessary to ensure ongoing compliance with all applicable laws.