

Fair Employment Practices Policy

1. Policy Statement

[Company Name] is committed to the principles of fair employment and equal opportunity. We believe in maintaining a work environment that is free of discrimination, harassment, and bias, and where all employees are treated with respect and dignity.

2. Scope

This policy applies to all employees, job applicants, contractors, interns, and volunteers of [Company Name] at all locations.

3. Equal Employment Opportunity

[Company Name] prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity/expression, or any other status protected by law.

4. Harassment-Free Workplace

Harassment of any kind, including sexual harassment, is strictly prohibited. All employees are expected to foster a work environment that is free of unwelcome conduct.

5. Recruitment and Hiring

- Job openings will be advertised both internally and externally as appropriate.
- All selection decisions will be based on merit, qualifications, and business needs.

6. Reporting and Grievance Mechanisms

Any employee who experiences or witnesses a violation of this policy should report their concern to their supervisor, Human Resources, or via the appropriate reporting channel.

7. Policy Enforcement

Violations of this policy will be investigated promptly and may result in disciplinary action, up to and including termination of employment.

8. Review and Updates

This policy will be reviewed regularly and updated as necessary to reflect best practices and changes in applicable law.

Approval & Acknowledgement

Approved by: _____

Date: _____

Employee Acknowledgement:

I have read and understand the Fair Employment Practices Policy.

Signature: _____

Date: _____