

# Inclusive Hiring Practices Policy Template

## 1. Purpose

This policy outlines the organization's commitment to fair, equitable, and inclusive hiring practices, ensuring equal opportunity for all applicants regardless of background, identity, or ability.

## 2. Scope

This policy applies to all roles, departments, and individuals involved in the recruitment, selection, and hiring process within the organization.

## 3. Policy Statement

- The organization is committed to attracting, developing, and retaining diverse talent.
- All hiring decisions will be made based on merit, qualifications, and organizational needs.
- Discrimination based on race, color, religion, sex, gender identity, sexual orientation, age, disability, or any other protected characteristic is strictly prohibited.

## 4. Responsibilities

- **Hiring Managers:** Ensure hiring practices are inclusive and aligned with this policy.
- **HR Team:** Provide guidance, training, and oversight regarding inclusive hiring.
- **All Staff:** Participate in training and uphold inclusive values during the hiring process.

## 5. Inclusive Hiring Practices

1. **Job Descriptions:**
  - Use language that is inclusive and free of unnecessary requirements.
  - Clearly state that the organization is an equal opportunity employer.
2. **Recruitment:**
  - Advertise vacancies through diverse channels and outreach efforts.
  - Encourage applications from underrepresented groups.
3. **Selection Process:**
  - Use standardized interview questions and scoring rubrics.
  - Ensure hiring panels represent a diverse range of perspectives.
4. **Accessibility:**
  - Provide reasonable accommodations as needed throughout the process.
5. **Bias Mitigation:**
  - Train all involved in hiring to recognize and prevent implicit bias.

## 6. Monitoring and Review

The organization will periodically review recruitment data and processes to identify gaps and improve inclusivity in hiring.

## 7. Policy Review

This policy will be reviewed annually and updated as necessary to ensure continued alignment with best practices and legal requirements.

## **8. Contact**

For questions about this policy, contact the Human Resources department at [contact information].