

Non-Discrimination Workplace Policy Outline

1. Purpose

To establish a workplace environment free of discrimination and to ensure equal opportunity for all employees.

2. Scope

This policy applies to all employees, applicants, contractors, and visitors within the organization.

3. Policy Statement

- The organization is committed to maintaining a workplace free from discrimination based on race, color, religion, gender, sexual orientation, gender identity, age, disability, national origin, or any other protected characteristic.
- Discrimination in any form will not be tolerated.

4. Prohibited Conduct

- Unlawful discrimination in hiring, promotion, termination, compensation, job assignment, or other employment practices.
- Harassment based on any protected characteristic.
- Retaliation against individuals who report or oppose discriminatory practices.

5. Reporting Procedures

1. Employees who experience or witness discrimination should report the incident to their manager or Human Resources.
2. Reports will be handled promptly, confidentially, and impartially.

6. Investigation and Resolution

- All complaints will be investigated thoroughly.
- Appropriate corrective action will be taken against violators of this policy if allegations are substantiated.

7. Responsibilities

- Managers are responsible for enforcing this policy and setting an example for others.
- All employees are expected to comply and support a discrimination-free workplace.

8. Consequences of Policy Violation

- Violations of this policy may result in disciplinary action, up to and including termination of employment.

9. Policy Review

- This policy will be reviewed and updated regularly to ensure effectiveness and compliance with laws and

regulations.