Policy: HR – Equal Employment Opportunity

**Purpose: To avoid discrimination in employment**

Policy:

[Company Name] is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. [Company Name] prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetic information. [Company Name] conforms to the spirit, as well as the letter, of all applicable laws and regulations. Additionally, [Company Name] will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

Procedural Guideline:

The equal employment opportunity (EEO) and anti-discrimination policy applies to all aspects of the relationship between [Company Name] and its employees, including:

* Recruitment.
* Employment.
* Promotion.
* Transfer.
* Training.
* Working conditions.
* Wages and salary administration.
* Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with [Company Name].

It is considered discriminatory practice to refuse to recruit, hire or discharge any person because of that person’s race, color, religious creed, national origin, sex, age, sexual orientation or ancestry. In addition, benefits, compensation, conditions or terms of employment cannot be based or denied on the same factors. Persons who are handicapped, physically or mentally, including those with work-related injuries, may not be discriminated against.

The [Commonwealth/State] of [State Name] requires that men and women receive equal wages for work of like or comparable character. Differences based on seniority are acceptable.

Employees who feel they have been discriminated against may file complaints with either the Federal or State office against discrimination or both of the following government agencies:

* The U.S. Equal Employment Opportunity Commission
* Local State Enforcement Agency

Dissemination and Implementation of Policy

The officers of [Company Name] will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

*\*\*\*Optional if not a Federal Contractor] We are a federal contractor committed to Affirmative Action for Minorities, Females, Individuals with Disabilities, and Protected Veterans.*

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_