

StellarNet Communications

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Anti-Discrimination and Harassment Policy
Policy ID	HR-2024-007
Effective Date	June 1, 2024
Last Updated	December 5, 2024
Organization	StellarNet Communications, Seattle, WA
Industry	Telecommunications
Total Employees	410

1. ZERO-TOLERANCE COMMITMENT

StellarNet Communications maintains zero-tolerance toward discrimination and harassment based on race, color, religion, sex, national origin, age, disability, or veteran status.

2. PROTECTED CHARACTERISTICS

- Hiring and promotion decisions
- Compensation and benefits
- Training and development opportunities
- Termination and layoff decisions

3. REPORTING PROCEDURES

- Report to direct manager or HR Department
- Complete formal complaint within 5 business days
- HR conducts confidential investigation (15-30 days)
- Corrective action taken if violation substantiated

Approval and Implementation

This policy is approved by the Human Resources Department of StellarNet Communications and is effective as of June 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Department Manager

Employee Acknowledgment

Date: __/__/__

Date: __/__/__

Date: __/__/__