**Anti-Discrimination Policy**

**POLICY BRIEF AND PURPOSE**

Our anti-discrimination policy outlines how we prevent discrimination and safeguard our employees, customers, and stakeholders against harmful and offensive behavior. The purpose of this policy is to reach the goal of making the workplace a secure and enjoyable place of work for everyone.

All anti-discrimination regulations are followed in our organization, including [Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA.)] We make it clear that we do not tolerate offensive behavior (e.g. derogatory comments towards coworkers of a specific gender or ethnicity.)

**SCOPE**

The Anti-Discrimination Policy at [CompanyX] applies to all the employees, vendors, visitors, or partners.

**POLICY COMPONENTS**

Discrimination is defined as any unfavorable action or attitude taken against someone because of protected qualities such as race or gender. Other qualities that are protected are:

- Age / Religion

- Nationality / ethnicity

- Medical history/disability

- Civil partnership/marriage

- Pregnancy, maternity, and paternity leave

- Sexual orientation / gender identity

**Discrimination and Harrasment**

Anti-discrimination and anti-harassment regulations are inextricably linked. Discrimination that create a negative and unpleasant workplace for workers, interns, or volunteers will not be tolerated.

This is not an entire list, but here are some examples of prejudice that we consider:

- [Hiring managers purposefully dismiss male and female job hopefuls in disproportionate numbers.]

- [Managers who promote team members with protected characteristics (e.g. race) without being able to formally show (e.g. with paperwork) why other employees were chosen instead.]

- [Sexist remarks made by employees.]

- [Employees denigrating someone's ethnic heritage in emails.]

Employees that harass their colleagues will face disciplinary consequence, and we may reprimand, demote, or fire them based on the severity of the incident.

We understand that prejudice can happen unintentionally, and that we all have unconscious biases that can be difficult to detect and overcome. If we find that an employee is discriminating unknowingly, we will provide them with training and counseling, as well as processes to eliminate prejudices, as described in the next section. However, if this person refuses to change their behavior, we may demote or dismiss them.

We will not be lenient in cases of physical or psychological abuse, sexual harassment, or workplace violence. Employees who behave in this manner will be fired immediately.

**Discrimination Prevention Actions**

To guarantee that our actions and procedures are legal and fair, we:

- [Include EEO statements in employment adverts and use inclusive language.]

-[Make formal job-related criteria for hiring, promoting, and rewarding team members.]

- [Pay and benefits should be based on position, seniority, qualifications, and performance, not protected qualities.]

- [Fulfill the needs of people with disabilities.]

- [Managers should be required to retain detailed records of their decisions about team members and job hopefuls.]

Additional anti-discrimination methods will be studied, including:

- [Using bias-reducing hiring techniques such as structured interviews and blind hiring programs.]

- [Arranging diversity, communication, and dispute settlement training to help employees from varied backgrounds collaborate more effectively.]

**What to do if you are Suffering Discrimination?**

Please contact HR (or your boss) as soon as possible if you have been the victim of discriminatory behavior (or if you think that others are being discriminated against). HR is in charge of hearing your complaint, researching the problem, and deciding on a punishment.

The seriousness of the offense determines the severity of the punishment. For example, accidentally offending someone could result in a reprimand. Employees who are purposefully passed over for promotion because of a protected feature will be fired.

We are committed and bound by law not to retaliate against you if you file a complaint with a regulatory authority (e.g., the Equal Employment Opportunity Commission).

**Discrimination concerns and how we handle them**

When it comes to determining whether or not discrimination occurs, HR is proactive and responsive. For instance, we might:

- [To see if prejudice is systemic, look into comparable claims about the same individual or practice.]

- [Track metrics and analyze data that provide insight into people's behavior (e.g., the percentage of job candidates of a given race that are disqualified by a hiring manager.)]

- [Evaluate visitor, job candidate, or ex employee testimonials posted on social media.]

- [Conduct covert interviews and collect data.]

All claims will be investigated in the strictest confidence. We will never reveal who filed a complaint or provide information that could lead to that person's identification to anyone (e.g. which department or job role they work in.)

Discrimination should be avoided and addressed by all of us. Be mindful of your implicit biases and speak up if you or your coworkers are subjected to discrimination. We'd love to hear your suggestions for how we can promote justice and equality in our workplace.