

MadeUpName, LLC
Equal Employment Opportunity (EEO) Policy

Purpose

MadeUpName, LLC is committed to providing equal employment opportunities to all employees and applicants. We strive to create an inclusive environment where individuals are treated fairly and judged solely on their qualifications, performance, and contribution.

Scope

This policy applies to all employees, contractors, and applicants for employment at MadeUpName, LLC.

1. Policy Statement

MadeUpName, LLC prohibits discrimination and harassment of any kind based on race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by law.

2. Employment Practices

All employment decisions—including recruitment, hiring, training, promotion, compensation, benefits, and termination—are made without regard to protected characteristics and are based on business needs and individual merit.

3. Reasonable Accommodation

The company provides reasonable accommodations for qualified individuals with disabilities, as required by law. Employees requesting accommodations should contact HR for assistance.

4. Harassment-Free Workplace

Harassment, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive work environment is strictly prohibited. This includes sexual harassment or any behavior that undermines dignity or respect in the workplace.

5. Reporting Discrimination or Harassment

Employees who believe they have been discriminated against or harassed should report it promptly to HR or their manager. Complaints will be handled confidentially to the extent possible and investigated promptly and fairly.

6. Non-Retaliation

MadeUpName, LLC strictly prohibits retaliation against any individual who makes a good-faith complaint, participates in an investigation, or exercises their legal rights under EEO laws.

7. Compliance

This policy complies with federal and New York State laws, including Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), and the New York State Human Rights Law.

8. Responsibility

All employees share responsibility for upholding this policy. Managers are expected to lead by example and foster an inclusive workplace culture.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department