

Human Resources (HR) Policy for Protected Employees

1. Introduction This HR policy outlines the guidelines and legal framework for managing protected employees. Protected employees include individuals covered under specific labor laws, such as persons with disabilities, veterans, pregnant employees, older workers, and others entitled to special workplace protections. The purpose of this policy is to ensure fairness, prevent discrimination, and comply with all relevant employment laws.

2. Equal Employment Opportunity and Non-Discrimination The organization is committed to providing equal employment opportunities for all employees, including those under protected categories. No discrimination or harassment shall be tolerated based on race, gender, age, disability, military service, pregnancy, or any other legally recognized protected status.

3. Reasonable Accommodations The company will provide reasonable accommodations to protected employees as required by law. This includes but is not limited to:

- Adjustments to work schedules
 - Modifications to job duties
 - Providing assistive devices or accessible workspaces
 - Granting medical leave or flexible work arrangements
- Requests for accommodations must be made to the HR department and will be assessed based on feasibility and business needs.

4. Workplace Harassment and Bullying Prevention Protected employees are entitled to a workplace free from harassment, bullying, and discrimination. Any complaints will be thoroughly investigated, and corrective actions will be taken where necessary.

5. Leave and Benefits Protected employees are entitled to leave and benefits in accordance with applicable labor laws. This includes:

- Family and Medical Leave Act (FMLA) provisions
 - Paid parental leave
 - Disability leave
 - Military leave benefits
- Employees should refer to the HR department for guidance on their specific entitlements.

6. Performance Management and Career Development Protected employees will have access to the same career development and promotion opportunities as all other employees. Performance evaluations will be conducted fairly, and additional support will be provided if needed to enhance job performance.

7. Retaliation Protection Employees who report discrimination, harassment, or request accommodations are protected from retaliation. Any form of retaliation will result in disciplinary action against the responsible party.

8. Grievance and Complaint Resolution Protected employees who experience workplace issues are encouraged to report their concerns to HR through formal grievance procedures. All complaints will be handled confidentially and resolved in compliance with labor laws.

9. Compliance with Legal Standards This policy ensures compliance with applicable employment laws such as:

- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Age Discrimination in Employment Act (ADEA) The organization will regularly review and update this policy to align with legal changes and best practices.

10. Policy Review and Amendments This HR policy will be reviewed periodically to ensure ongoing compliance with legal standards and evolving workplace needs. Employees will be informed of any updates as required.

By adhering to this policy, the organization fosters an inclusive, respectful, and legally compliant workplace for all protected employees.