

Equal Employment Opportunity and Anti-Discrimination Policy

I. OVERVIEW & SCOPE

_____ of _____, _____, has established an Anti-Discrimination and Equal Employment Opportunity Policy ("EEO"). This EEO policy applies to all aspects of the relationship between _____ and its employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or with _____. Disciplinary action will be taken against any employee or agent in breach of this policy.

II. POLICIES

1. DISCRIMINATION. _____ shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, _____ will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, stakeholders, and agents at _____ will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

2. HARASSMENT. _____ is committed to providing a work environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, which creates an intimidating, hostile, or humiliating work environment for that person violates _____ policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with _____ as a result of bringing complaints of harassment.

3. SEXUAL HARASSMENT. Unwelcome sexual advances, requests for sexual favors, and

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Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA *The Nonprofit Manager's Resource Directory*

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procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics Model Policies and Procedures for Not for Profit Organizations Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations Practical Guide Employment Law 2004 BBP,2004-05-27 The Practical Guide to Employment Law is a comprehensive desk manual for HR managers risk managers and employment lawyers it covers federal employment laws in plain English giving readers the practical information necessary to apply the laws As well as providing readers with essential court cases and tips for compliance in every chapter the Practical Guide to Employment Law includes a compliance checklist section where readers can learn the various laws that apply to such topics as hiring terminations and benefits it also includes a supervisory training section on several laws including FMLA and ADA Topics covered include the Age Discrimination in Employment Act ADEA the Americans with Disabilities Act ADA COBRA HIPAA Healthcare Continuation Coverage the Drug Free Workplace Act and Drug Testing Employee Polygraph Protection Act of 1988 EPPA Employee Retirement Income Security Act ERISA the Equal Pay Act EPA the Fair Labor Standards Act FLSA the Family Medical Leave Act FMLA the Immigration Reform and Control Act of 1986 IRCA Pregnancy Discrimination Act of 1978 PDA Title VII And The Civil Rights Act of 1991 CRA 91 the Worker Adjustment and Retraining Act WARN the National Labor Relations Act NLRA Plus defamation negligent hiring employee privacy whistle blowing and retaliation wrongful discharge and affirmative action Managing the Dental Team: Guidelines for Practice Success American Dental Association,2016-12-05 Provides dental practices with sample job descriptions guidelines for handling hiring and terminations performance evaluations and salary reviews *The Manager's Pocket Guide to Documenting Employee Performance* Terry L. Fitzwater,1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation **The Complete Idiot's Guide to Starting Your Own Business, 6th Edition** Ed Paulson,2012-10-01 New content on developing social media and web strategies More than 120 documents available at idiotsguides com offer time saving ideas as well as bonus chapters *The Personnel Policy Handbook for Growing Companies* Darien McWhirter,1994 Equal Employment Opportunity 2017 Compliance Guide Buckley,2016-12-20 Equal Employment Opportunity Compliance Guide 2017 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial

decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes **Blackwell's Five-Minute Veterinary Practice Management Consult** Lowell Ackerman,2013-10-28 Blackwell s Five Minute Veterinary Practice Management Consult Second Edition has been extensively updated and expanded with 55 new topics covering subjects such as online technologies hospice care mobile practices compassion fatigue practice profitability and more Carefully formatted using the popular Five Minute Veterinary Consult style the book offers fast access to authoritative information on all aspects of practice management This Second Edition is an essential tool for running a practice increasing revenue and managing staff in today s veterinary practice Addressing topics ranging from client communication and management to legal issues financial management and human resources the book is an invaluable resource for business management advice applicable to veterinary practice Sample forms and further resources are now available on a companion website Veterinarians and practice managers alike will find this book a comprehensive yet user friendly guide for success in today s challenging business environment *Starting & Building a Nonprofit* Peri Pakroo,2021-02-23 This guide for starting and running a nonprofit organization discusses developing a strategic plan and budget recruiting and managing board members volunteers and staff fundraising including traditional methods and crowdfunding marketing strategies building a website using social media strategically avoiding copyright troubles and adopting policies that are legally sound

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101 Things Everyone Should Know About Tribal Employment Richard G. McGee, 2020-10-22 101 Things is about working for a Native American or Indian employer The phrase tribal employer is used to refer to working for a Native American tribe nation pueblo rancheria or community Many aspects of working for a tribal employer are exactly like working for a non tribal employer and many aspects are different This book's objective is to assist tribal leaders and employees who manage others in a tribal workplace understand some of the differences in a tribal workplace and ways to be more effective in those circumstances Tribal employers are unique from non tribal employers and each tribe is unique from other tribes Because tribes are sovereign governments the laws and regulations which apply to non tribal employers may or may not apply to tribal employers That unique aspect of tribes as employers requires leaders and employees to have a working knowledge of self determination sovereignty immunity jurisdiction and whether certain laws apply Understanding these legal concepts and how they impact employment related matters will make tribal leaders and employees more effective in performing their roles The book starts with those legal concepts and moves into employment practices like hiring managing and discipline

Create Your Own Employee Handbook Sachi Clements, 2023-12-26 Every company needs an employee handbook but not every company has one Lawyers charge thousands of dollars for a handbook other do it yourself products don't offer the updated legal information and careful guidance necessary to do a good job Create Your Own Employee Handbook bridges the gap with detailed explanations information on current state and federal laws and more than a hundred sample policies you can tailor to your own workplace

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