

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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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01

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The Nonprofit Manager's Resource Directory Ronald A.

Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-01-29 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial 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

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




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