

# 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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# **Sample Employee Discrimination Policy Manual**

**Terry L. Fitzwater**



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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental 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** 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

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 Starting & Building a Nonprofit Peri Pakroo,2021-02-08 Build a great nonprofit More people than ever are committing themselves to serving their communities and changing the world Whether you re aiming to protect the environment support the arts or help people in need understanding how to set up a solid nonprofit organization is a great foundation for being as effective as you can be With practical advice legal information tips and step by step instructions this essential guide will help you get your nonprofit up and running and keep it going It explains how to develop a strategic plan and budget recruit and manage board members volunteers and staff market your organization to your target audience raise money including traditional methods and crowdfunding build a website use social media strategically and avoid copyright troubles adopt policies that are legally sound and much more Whether you are dreaming of starting a nonprofit or are already in the trenches Starting and Building a Nonprofit will help your organization make a real difference in the world The fully updated ninth edition contains new material on developing and implementing meaningful diversity equity and inclusion policies within your organization It also covers recent changes to the law including new incentives for donors under the CARES Act With Downloadable Forms Download and customize essential forms including Contractor Work for Hire Agreement Volunteer Assignment Agreement and sample budget forms details inside

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detailed explanations information on current state and federal laws and more than a hundred sample policies you can tailor to your own workplace      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      The Health Care Manager's Human Resources Handbook Charles R. McConnell, 2013 McConnell provides a resource for healthcare department managers who must relate to and work with their HR departments and manage their personnel He explores strategies to gain the most value out of an organization s HR department      *The Special Events Advisor* David Sorin, 2004-04-26 There s no dearth of books on the logistics of event planning but not much has been published to address the legal and business issues that concern the thousands of companies that make up this industry This book covers all the legal and business issues that special events professionals need to understand from contractual considerations to little known governmental regulations with heavy ramifications Ignorance of the law can prove very costly in an industry in which expectations must be met the first time and in our ever more litigious society the need for this niche title is clear



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