

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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H Kauffman



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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 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 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

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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 **Implementing Best Practices in Human Resources Management** Hugh

Secord,2003 *Mandated Benefits Compliance Guide 2015* Balser Group,2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in United States v Windsor and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long

term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in United States v Windsor and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in United States v Windsor New material on the proposed Equal Pay Report

Practice Made Perfect Marsha L. Heinke,2014-05-14 The Essential Guide to Handling Workplace Harassment & Discrimination Deborah C. England,2021-09-01 Keep harassment and discrimination out of your workplace Discrimination and harassment can poison the work environment prevent employees from succeeding undermine company diversity efforts and even lead to costly investigations and lawsuits But it doesn t have to be that way Armed with the information and strategies in this book you can protect your employees and your company from illegal harassment and discrimination This book explains how to prevent harassment and discrimination and quickly and effectively handle any incidents that arise You ll learn how to recognize harassment and discrimination develop an effective policy against discrimination and harassment train employees and managers conduct a fair and thorough investigation document your company s response take action against wrongdoers respond to agency complaints investigations and even lawsuits Filled with real world cases answers to common questions and tools you can use immediately in your company The Essential Guide to Handling Workplace Harassment Discrimination is your go to guide for preventing and managing harassment and discrimination claims

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 Praeger Handbook on

Understanding and Preventing Workplace Discrimination Michele A. Paludi, Eros R. DeSouza, Carmen A. Paludi Jr., 2010-11-02

This comprehensive two volume handbook compiles the current case law management practices and social science research on workplace discrimination including federal and state protected categories. Despite guidelines for investigating complaints of discrimination and establishing preventative measures, statistics indicate that employers may not be properly implementing antidiscrimination laws in their organizations. The Praeger Handbook on Understanding and Preventing Workplace Discrimination was written to provide companies with the necessary toolkits to prevent all types of discrimination in the workplace and to deal with them if and when they occur. This two volume handbook offers employers a comprehensive approach to understanding, preventing, and dealing with hostile work environments through an integrated model that encompasses legal responsibilities, management theories and practice, and social science research. Volume one provides an overview of workplace discrimination through an examination of federally protected categories such as age, disability, equal compensation, national origin, pregnancy, race, color, religion, sex, and sexual harassment. Volume two offers strategies related to reasonable care in terms of preventing workplace discrimination through policies, procedures, and training programs.

Mandated Benefits 2017 Compliance Guide The Balser Group, 2016-12-21. Mandated Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers, benefits specialists, and company executives in all industries. This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits-related regulations. It covers key federal regulatory issues that must be addressed by human resources managers, benefits specialists, and company executives across all industries. Mandated Benefits 2017 Compliance Guide includes in-depth coverage of these and other major federal regulations: PPACA (Patient Protection and Affordable Care Act), HIPAA (Health Insurance Portability and Accountability Act), Wellness Programs, ADA (Americans with Disabilities Act), and GINA (Genetic Information Nondiscrimination Act). FLSA (Fair Labor Standards Act) final rule on white collar exemptions, Mental Health Parity Act, Executive Order 13706 (Paid Sick Leave for Federal Contractors), AAPs (Americans with Disabilities Act) proposed and final rules, Pay Transparency Act. Mandated Benefits 2017 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation. It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems. Throughout the Guide are numerous exhibits, useful checklists, and forms, and do's and don'ts. A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance. In addition, Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions, Pay Practices and Administration, Life and Disability Insurance, Family and Medical Leave, Workplace Health and Safety, Substance Abuse in the Workplace, Recordkeeping, Work Life Balance, Managing the Welfare Benefits Package, and much more. **OSHA Compliance**

Management Elsie Tai, 2000-12-21 Designed specifically for the needs preferences and styles distinct to long term care this OSHA Compliance Management A Guide for Long Term Health Care Facilities serves as an excellent working reference It focuses on priorities and provides you with the background and tools vital to achieving OSHA compliance and inspection preparedness In this user friendly practical hands on manual you get Inspection preparedness briefing materials that provide you with last minute advice and activities Real life scenarios offering hands on practical advice and directions to minimize liability Comprehensive policies with built in flexibility for designing mandatory practices to best fit your organization s needs Summary discussions give you a quick concise overview of all the issues covered including historical significance current developments and cautionary notes Long term care documentation recordkeeping and management tools for streamlining activities and maximizing necessary expended efforts Step by step instructions for conducting and documenting specific types of assessments and information necessary for strategic decision and policy making Flow charts tables and other materials containing long term care specific statistics and decision tree processes Streamline your organization s processes save time and money avoid liability and improve safety management and performance OSHA Compliance Management A Guide for Long Term Health Care Facilities gives you a headstart in achieving OSHA compliance and being prepared for OSHA inspections

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 Small Business Start-Up Kit Peri Pakroo, 2024-02-13 Your one stop guide to starting a small business Want to start a business Don t know where to begin The Small Business Start Up Kit shows you how to set up a small business in your state and deal with state and local forms fees and regulations We ll show you how to choose the right business structure such as an LLC or partnership write an effective business plan pick a winning business name and protect it get the proper licenses and permits manage finances and taxes hire and manage staff and market your business effectively online and off This edition is updated with the latest legal and tax rules affecting small businesses plus social media and e commerce trends

[The Personnel Policy Handbook for Growing Companies](#) Darien McWhirter, 1994

[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

[Fundamentals of Human Resource Management](#) Dr. Ravi Kumar Sharma, 2023-12-12 Purchase the Fundamentals of Human Resource Management book tailored for B Com both First and Second Semester specializing in HR Major 2nd Sem Minor 1st Sem Aligned with the uniform syllabus of all universities in Bihar it adheres to the National Education Policy NEP 2020 and is structured based on the Choice Based Credit System CBCS for the Four Year Undergraduate Programme Elevate your understanding of HR concepts with this comprehensive guide

Sex Discrimination and Sexual Harassment in the Work Place Lawrence

Solotoff, Henry S. Kramer, 2025-02-28 This book covers such topics as the FMLA the development of sex discrimination and sexual harassment statutes glass ceiling and glass wall issues in professional and academic settings Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-29 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 **The B Corp Handbook** Ryan Honeyman, 2014-10-13 Using Business as a Force for Good Join a Growing Movement Learn how you can join more than 1 000 Certified B Corporations from 80 industries and 35 countries led by well known icons like Patagonia and Ben Jerry's and disruptive upstarts like Warby Parker and Etsy in a global movement to redefine success in business Build a Better Business Drawing on interviews tips and best practices from over 100 B Corporations author and B Corp owner Ryan Honeyman shows that using business as a force for good can help you attract and retain the best talent distinguish your company in a crowded market and increase customer trust loyalty and evangelism for your brand More than 1 000 companies from 80 industries and 30 countries are leading a global movement to redefine success in business They're called B Corporations B Corps for short and these businesses create high quality jobs help build stronger communities and restore the environment all while generating solid financial returns Author and B Corp owner Ryan Honeyman worked closely with over 100 B Corp CEOs and senior executives to share their tips advice and best practice ideas for how to build a better business and how to meet the rigorous standards for and enjoy the benefits of B Corp certification This book makes the business case for improving your social and environmental performance and offers a step by step quick start guide on how your company can join an innovative and rapidly expanding community of businesses that want to make money and make a difference

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