

Anti-Discrimination and Anti-Harassment Policy – Sample 2

Prohibition of Unlawful Discrimination and Harassment

X intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Unlawful discrimination or harassment will not be tolerated.

What is Discrimination?

Discrimination is where an individual is treated differently because of the individual's membership in a protected category, such as race, color, sex, religion, national origin, nationality, ancestry, alienage or citizenship status, age, disability, creed, affectional or sexual orientation, marital status, domestic partnership status, military status, genetic information liability for military service, predisposing genetic characteristics, atypical hereditary cellular or blood trait, or any other basis protected by federal, state or local law.

What is Harassment?

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, nationality, ancestry, alienage or citizenship status, age, disability, creed, affectional or sexual orientation, marital status, domestic partnership status, military status, genetic information liability for military service, predisposing genetic characteristics, atypical hereditary cellular or blood trait, or any other basis protected by federal, state or local law. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment is unlawful where this conduct is severe or pervasive enough to alter the conditions of an individual's employment and create an abusive working environment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) this conduct is severe or pervasive enough to alter the conditions of an individual's employment and create an abusive working environment.

The Company's Reporting Procedure

Our reporting procedure provides for an immediate, thorough and objective investigation of any discrimination or harassment claim. Following an investigation, any employee who is found to have engaged in prohibited discrimination, harassment or other conduct that violates X's policy will be subject to appropriate disciplinary action, up to and including termination of employment. Appropriate action will also be taken to deter any future prohibited discrimination and harassment.

If any employee believes he/she has been discriminated against or harassed, or is aware of discrimination or harassment against others, the employee should provide a written or verbal report to his/her supervisor, _____, _____, _____, or any other officer of X as soon as possible. The report should include the details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (emails, text messages, notes, pictures, etc.). All incidents of discrimination and harassment that are reported will be investigated. X will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

Protection Against Retaliation

X will not retaliate against employees for reporting discrimination or harassment. This no-retaliation policy applies whether a good faith complaint is well founded or ultimately determined to be unfounded.

Any employee who believes he/she has been retaliated against, or is aware of retaliation against others, should report the retaliation to his/her supervisor, _____, _____, _____, or any other officer of X. Any complaint will be immediately, objectively and thoroughly investigated in accordance with the investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

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X will not provide legal, financial or any other assistance to an employee accused of discrimination, harassment or retaliation if a legal complaint is filed.

Print Name

Signature

Office Location

Date