

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

Ryan Honeyman



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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

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

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

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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 *A Guide to Good Employment Practice in the Community and Voluntary Sector (2nd ed)* Jane Clarke,2002 *The Nonprofit Human Resource Management Handbook* Jessica Word,Jessica Sowa,2017-06-26 As an increasing number of individuals go to work in the nonprofit sector nonprofit managers need support on how best to build their human resource management capacity They need to know what systems to examine what questions to ask and how to ensure they are managing people in a legal manner and as effectively as possible given their particular resource constraints Important questions include Do we have a clear philosophy one that aligns with our nonprofit mission and values and allows us to treat our employees as the professionals they are How do we select develop and retain the best people who will produce high value high performance work and how do we do so with limited resources How do we effectively manage our mix of volunteers and paid staff What do we need to consider to ensure diverse people work together in a harmonious fashion With all new chapters written by the top scholars in the field of nonprofit HRM these are but a few of the many questions that are addressed in this timely volume These scholars delve into their particular areas of expertise offering a comprehensive look at theories and trends legal and ethical issues how to build HRM from recruitment management labor relations to training and appraisal as well as topics in diversity technology and paid versus volunteer workforce management This essential handbook offers all core topic coverage as well as countless insider insights additional resource lists and tool sets for practical application With chapters grounded in existing research but also connecting research to practice for those in the field *The Nonprofit Human Resource Management Handbook* will be required reading for a generation of scholars students and practitioners of nonprofit human resource management *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 *Blackwell's Five-Minute Veterinary Practice Management Consult* Lowell Ackerman,2020-01-09 Provides a quick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more *Blackwell's Five Minute Veterinary Practice Management Consult Third Edition* provides quick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds

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[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

Mandated Benefits 2019 Compliance Guide (IL) Buckley, 2018-12-26 State by State Guide to Human Resources Law is the most comprehensive authoritative guide to the employment laws of the 50 states and the District of Columbia It is designed to provide quick access to each state's laws on the expanding number of issues and concerns facing business executives and their advisors the professionals in HR compensation and employee benefits who work in multijurisdictional environments This 1 guide to HR law in every state will help you to Find accurate answers fast with our easy to use format and full citation to authority Compare and contrast employment laws between states Ensure full regulatory compliance and avoid legal entanglements Get instant access to clear

coverage of key topics including state health care reform initiatives FMLA same sex unions workers comp and much more And much more State by State Guide to Human Resources Law 2018 Edition has been updated to include In depth coverage of the Supreme Court s recent same sex marriage decision and its implications for employment law Discussion of three important Title VII cases involving pregnancy discrimination religious discrimination and the EEOC s statutory conciliation obligation Analysis of private sector employment discrimination charges filed with the EEOC during FY 2014 including charge statistics with a breakdown by type of discrimination alleged Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e mail accounts as a condition of employment Discussion of the Supreme Court s recent PPACA decision and its effect on the federal and state health insurance exchanges Update on the Domestic Workers Bill of Rights now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations including longer or more frequent rest periods And much more Previous Edition State by State Guide to Human Resources Law 2018 Edition ISBN 9781454883722 **Mandated Benefits 2024 Compliance Guide** Wagner,2023 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 Equal Employment Opportunity Compliance Guide, 2013 Edition John F. Buckley, IV,2012-12-01 Equal Employment Opportunity Compliance Guide is thecomprehensive and easy to use guide that examines all the major administrativeand judicial decisions interpretive memoranda and other publications of theEEOC providing complete compliance advice that is easy to follow as well asthe 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 Save countless hours of research time This single powerful enclosed CD ROM contains Forms to support you from the initial stages of an EEO complaint EEOC regulations and exclusive annotations Hundreds of legal interpretations of EEOC regulations Primary source enforcement and guidance documents issued by the EEOC The most influential sections of the EEOC Compliance Manual Organized by topic

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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

Equal Employment Opportunity Compliance Guide 2016 BUCKLEY, 2015-12-16 Equal Employment Opportunity Compliance Guide 2015 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 andquot EEO solutionandquot 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 andquot reverseandquot religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes

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