

# Equal Employment Opportunity Policy

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## Document Overview



Use this customizable PeopleGoal Equal Employment Opportunity Policy template as an outline for your company's employment policies. The PeopleGoal Equal Employment Opportunity Policy describes terms for equality and anti-discrimination in hiring. Simply adjust the information in the brackets to suit your company's needs.

# Equal Employment Opportunity

[This company] is an Equal Opportunity Employer. The company policy of equal opportunity applies to employees, job applicants, and contractors. Our company provides hiring, promotion, and benefits to all employees regardless of race, color, age, sex (including sexual orientation, pregnancy or gender identity) ethnicity or nationality, religion, disability, or medical history. Employees, job applicants, and contractors are guaranteed equal opportunities throughout hiring, training, performance reviewing, and compensation processes.

The [Diversity Director] is responsible for guaranteeing diversity and inclusion practices are followed. Reasonable accommodations will be provided to employees or job applicants who need them for medical or religious purposes.

# Reporting Discrimination for External Job Applicants

[This company] conducts regular trainings for hiring supervisors to combat biases and ensure compliance of company anti-discrimination practices in the workplace. However, if a job applicant feels as though they have been discriminated against, they should contact the [Diversity Director] immediately.

Managers, directors and other employees are required to respond appropriately to discrimination in the workplace. The [Diversity Director] is required to alert the [Human Resources Manager] and the [General Counsel] of alleged discrimination against job applicants, as appropriate. Investigative action must be taken by the [Diversity Director] and the [General Counsel] immediately and the job applicant must be notified of actions taken within 72 hours. Violation of the anti-discrimination policy, including failures to investigate, failures to notify, or failures to institute corrective or preventative measures, may result in suspension or termination.

Job applicants will not be punished for reporting discrimination, participating in a discrimination investigation, or for bringing a lawsuit to oppose discrimination. [This company] will protect the confidentiality of job applicants who report discrimination to the greatest extent possible.

External job applicants will [not] be notified about the status of their complaint, provided with the results of a discrimination investigation, and informed of any corrective or preventative action that is taken.

# Reporting Discrimination for Internal Job Applicants

[This company] conducts regular trainings for hiring supervisors to combat biases and ensure compliance of company anti-discrimination practices in the workplace. However, if a job applicant feels as though they have been discriminated against, they should contact the [Diversity Director] immediately.

Managers, directors and other employees are required to respond appropriately to discrimination in the workplace. The [Diversity Director] is required to alert the [Human Resources Manager] and the [General Counsel] of alleged discrimination against job applicants, as appropriate. Investigative action must be taken by the [Diversity Director] and the [General Counsel] immediately and the job applicant must be notified of actions taken within 72 hours. Violation of the anti-discrimination policy, including failures to investigate, failures to notify, or failures to institute corrective or preventative measures, may result in suspension or termination.

Internal job applicants are discouraged from discussing an ongoing discrimination investigation or lawsuit with their department supervisors or other employees. Internal job applicants will not be punished for reporting discrimination, participating in a discrimination investigation, or for bringing a lawsuit to oppose discrimination. [This company] will protect the confidentiality of internal job applicants who report discrimination to the greatest extent possible.

Internal job applicants will be notified about the status of their complaint, provided with the results of a discrimination investigation, and informed of any corrective or preventative action that is taken.

## Disclaimer



The PeopleGoal Policies are general templates and should only be used as a basis for company policies. Please take into account all local, state, and federal laws when drafting your company's final policies. This is not a legal document or a contract, and PeopleGoal will not assume any legal liability associated with the use of this document.

