

<b>Title/Description:</b> Equal Employment Opportunity		<b>File Under:</b>
<b>Date:</b>	<b>Applies To:</b>	<b>Approved By:</b>
<b>Date Effective:</b>		<b>Previously Issued:</b>

## **POLICY STATEMENT:**

This policy provides equal employment opportunities (EEO) to all [Company Name] employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, status as a Vietnam-era or special disabled veteran or other unlawful discriminatory characteristics in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

## **PROCEDURE**

[Company Name] expressly prohibits any form of unlawful employment harassment. Improper interference with the ability of the organization's employees to perform their expected job duties is not tolerated. Moreover, the organization does not permit dating between staff members.

With respect to sexual harassment, [Company Name] prohibits:

1. Unwelcome sexual advance; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Each member of the staff is responsible for creating an atmosphere free of discrimination, and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If the employee experiences any harassment on the job, he or she should promptly report the incident to their immediate supervisor, who will investigate the matter and take appropriate action. The employee's complaint will be kept confidential to the extent possible.

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If [Company Name] determines that an employee is guilty of harassing another employee, appropriate disciplinary action may be taken against the offending employee.

[Company Name] prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, the organization determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

It's the sole responsibility of [Company Name] to hire capable and complement employees for the employment positions established. [Company Name] seeks to hire the best person who:

1. Shares a common commitment to the Mission of the [Company Name];
2. Best fits the qualifications of the position and needs of the [Company Name]
3. Possesses the highest ethical standards;
4. Is honest with their self and others;
5. Is loyal to the best interest of [Company Name];
6. Is committed to the concept of team work;
7. Is efficient and reliable;
8. Is courteous to the feelings and opinions of others; and
9. Can maintain the confidentiality of the organization's business.

[Company Name] employment carries with a responsibility to be constantly aware of the importance of a good ethical conduct. Employees must refrain from taking part, or exercising influence, in any transaction in which their own interest may conflict with the best interest of the organization. [Company Name] recognizes and respects the individual employee's rights to engage in activities outside his or her employment which in no way conflict with or reflect poorly on the organization. [Company Name] reserves the right, however, to determine when an employee's activities represent a conflict with the organization's interest and to take whatever action is necessary to resolve the situation.