I. Equal Employment Opportunity

A. Policy

[Employer] makes equal employment opportunities available to all without regard to race, color, sex, age, religion, national origin, disability, citizenship status, military status, genetic information, or any other legally-protected category. In addition, [Employer] does not tolerate discrimination on the basis of a person's sexual orientation or gender identity (transgender status) regardless of whether those categories are legally-protected.

B. Reasonable Accommodation

[Employer] takes appropriate steps to provide reasonable accommodation upon request to those who may be qualified individuals with disabilities as long as doing so does not cause an undue hardship. [Employer] also takes appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with [Employer's] policies or practices as long as doing so does not cause an undue
hardship. If you need accommodation, please provide a written description of your situation and needs to [identify contact], and someone will contact you to discuss your request.

II. Anti-Harassment

[Employer] is committed to providing a workplace free of inappropriate conduct based on race, color, sex, sexual orientation, gender identity (transgender status), religion, age, national origin, disability, citizenship status, military status, genetic information, or any other legally-protected category. To be unlawful, conduct must be so severe or pervasive that it unreasonably interferes with an employee's ability to work. However, [Employer] does not condone or tolerate any inappropriate behavior based on any of the above-listed categories.

Our commitment includes protecting employees from inappropriate conduct from employees and non-employees alike, including but not limited to [visitors, vendors, suppliers, clients, guests, customers, contractors, or members of the public].

**Examples**

Inappropriate conduct may include, among other things:

1. Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, sexual orientation, gender identity (transgender status), religion, age, national origin, disability, citizenship status, military status, genetic information, or any other legally-protected category.

2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, religion, age, national origin, disability, citizenship status, military status, genetic information, or any other legally-protected category.

Specifically, [Employer] is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

1. Unsolicited and unwelcome comments or behavior of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life,
stereotyping based on a person's sex, touching, leering, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work).

(2) Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters.

(3) An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or activity.

(4) The use of one's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Because of the nature of this type of behavior and the serious effects it can have on both the accuser and the accused, [Employer] treats alleged policy violations both seriously and, to the extent possible, confidentially. [Employer] expects everyone to treat alleged violations and those affected by them in a responsible, respectful manner. Please help maintain a comfortable work environment free from inappropriate and offensive behavior of any type (whether unlawful or not).

**Reporting Procedure**

If you believe you or anyone else has experienced behavior inconsistent with our Equal Employment Opportunity and Anti-Harassment policies – whether the behavior of an employee or a non-employee – you must immediately report those concerns to [Human Resources or other designated contact]. If you do not feel comfortable reporting your concerns to [Human Resources or other designated contact], you may report them to [identify higher level contact].

[Provide an alternative reporting mechanism for reports concerning the top executive. For example:]

If the concern relates to the behavior of the [identify position] and you do not feel comfortable reporting your concerns to [the two options above], you may report your
concerns to [e.g., President of the Board, the Board's Personnel Committee at 
[insert contact information].]

[Employers with second/third/evening shifts or employees working at 
times or places where supervision is absent or minimal should include guidance 
for reporting concerns occurring under those circumstances. For example, 
providing the phone number to a member of management who has taken 
responsibility to field calls/messages outside that manager’s “normal” hours.]

Supervisors who become aware of a potential policy violation must report the 
potential violation to [Same individuals identified above.] Failure to report potential 
violations will result in discipline.

**Our Commitment When Reports Are Made**

No action will be taken against an employee who makes a good faith report of 
behavior reasonably believed to violate this policy. [Employer] will investigate and take 
appropriate action. Violations of this policy will not be tolerated and will result in discipline.

**III. Personal Relationships At Work**

Employers have different reactions to policies like this based on their size, 
industry, history, and culture. However, it is strongly advisable to protect against 
exposure to sexual harassment claims that arises from personal relationships at 
work. The provisions regarding “relatives” relate more to the morale issues that 
can arise from non-family-member employees in organizations that employ family 
members. The relative provisions are highly customizable.

Employees covered by this policy who are involved in a personal/romantic/sexual 
relationship and/or cohabitation must promptly report the relationship to [position] so 
[Employer] can take appropriate steps to avoid the potential for the relationship or 
cohabitation to adversely affect anyone. Employees are covered by this policy if they are in a 
relationship between (1) a supervisor and an employee in the supervisor's chain of command or 
(2) a supervisor and an employee if the employee indirectly reports to the supervisor or the 
supervisor has effective input into decisions concerning the terms and conditions of the
employee's employment (e.g., "dotted line" reporting, an "indirect" chain of command relationship, or an individual serving in a temporary supervisor capacity). A supervisor's failure to report a relationship covered by this policy may result in immediate discharge.

In addition, [Employer] does not employ individuals related by blood, adoption, or marriage (including step relationships) in any capacity where (1) one relative is supervised by or within the chain of command of another or (2) one relative indirectly reports to the other or one relative has effective input into decisions concerning the terms and conditions of the other's employment. [Can be limited to certain levels of relationship.]

[Employer] will not consider applications, transfers, promotions, etc., if the resulting employment situation would violate this policy. All employees must immediately report the relationship to the [position] so that appropriate steps may be taken, including reassignment of personnel. Do not assume [Employer] is aware of a relationship because of, for example, shared last names. If you know or suspect that [Employer] is unaware of such a relationship, you must report the relationship to [position] so that appropriate steps may be taken.

The [position] is responsible for the implementation of this policy and determining whether a relationship constitutes a violation. Any questions as to whether a particular relationship violates this policy should be directed to the [position]. Exceptions may be made for relationships that would otherwise violate this policy only if the relationship exists at the effective date of this policy, [insert date], and the employees involved immediately report the relationship as required above.

IV. Non-Discriminatory Service Policy

[Employer] is committed to treating all customers with respect irrespective of their race, color, sex, sexual orientation, gender identity (transgender status), age, religion, national origin, ancestry, disability or any other legally protected status and to treat all customers equally when providing service.
All [clients, customers, guests, patrons, etc.] will receive the same privileges and services, unless an individual’s medical condition poses a direct threat to the health and safety of that person or others or disrupts the orderly flow of business or service. Upon request, [Employer] takes appropriate steps to provide reasonable accommodation to individuals with disabilities so long as doing so does not cause an undue hardship. All employees must be responsive to requests for assistance or to the observation of any needed assistance. Responses may include physically assisting outside or inside our facilities, removing physical barriers, and rearranging items to provide easy access and movement through all areas.