

Equal Employment Opportunity

Company name is an equal opportunity employer and prohibits discrimination in all aspects of employment on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, crime victim status, place of birth, age, or against a qualified individual with a disability (or any other classification protected by law). Employees who feel they are subject to unlawful discrimination should follow the Complaint Procedure outlined in this policy.

Policy Against Discrimination, Harassment, & Retaliation

Company name does not tolerate unlawful discrimination, harassment, or retaliation by its employees, vendors, or guests. Any employee who feels he or she has experienced discriminatory, harassing, or retaliatory conduct should use the Complaint Procedure outlined below to report the conduct.

Company name is committed to providing a workplace free of sexual harassment and prohibits sexual harassment of its employees. Sexual harassment in the workplace is unlawful under federal and state statutes. Employees who feel they are being sexually harassed should follow the Complaint Procedure outlined in this policy.

Sexual Harassment

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when ill submission to that conduct is made, either explicitly or implicitly, a term or condition of employment; or submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or ill the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Acts and statements that seem harmless or amusing to some people may be offensive to others. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment when such conduct comes within one of the above definitions: unwelcome sexual advances; making threats after a negative response to sexual advances; suggestive or lewd remarks or gestures; unwanted hugs, touches, or kisses; requests for sexual favors; sexually suggestive posters, cartoons, drawings, writings, or e-mail messages; sexual epithets, jokes, and banter; written or oral references to sexual conduct; comments on an individual's body or sexual activity; leering, whistling, suggestive or insulting comments; or retaliating for complaining about sexual harassment.

Retaliation

Retaliation against an employee for reporting discrimination or harassment, or for cooperating in an investigation into a complaint of discrimination or harassment is unlawful. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take retaliatory action that affects the working environment of any person involved in the complaint or investigation. Employees who believe they are being retaliated against should follow the Complaint Procedure outlined in this policy.

Complain Procedure

Company name is committed to taking action when it learns of potential discrimination, harassment, or retaliation. Any employee who feels he or she has been the victim of discrimination, harassment, or retaliation should contact:

Insert contact info for:

HR Director/EEO Officer/Company Official