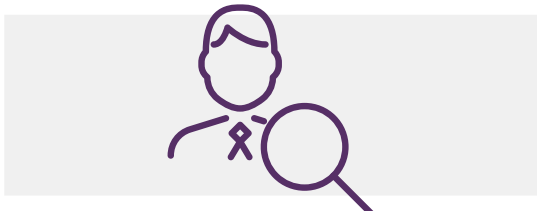


# 9 Tips for Creating a Non-Discrimination Policy

Workplace discrimination is illegal at the federal level and prohibits employers from discriminating on the basis of race, color, religion, sex, national origin, disability, age or genetic information. Despite this, workplace discrimination still occurs across the country. The associated fines, legal fees, damage to employee morale and reputational harm can be severe. For small and mid-sized organizations in particular, the impact associated with a single workplace discrimination case can be devastating.

Creating and enforcing a non-discrimination policy at your organization is one way to reduce the likelihood of discrimination. Consider these nine tips from the Equal Employment Opportunity Commission.

1.



State that workplace discrimination based on race, color, religion, sex, national origin, disability, age or genetic information is illegal and will not be tolerated.

2.



Clearly describe the consequences of violating non-discrimination policies and explain how employees can report incidents of discrimination.

3.



State that you will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

4.



If possible, designate more than one person to receive and respond to discrimination complaints or questions.

5.



Consider permitting employees to report discrimination to any manager.

6.



State that you will protect the confidentiality of employees who report unfair employment practices or participate in a discrimination investigation and that they will not be punished.

7.



Require managers and other employees with human resources responsibilities to respond appropriately to discrimination or to report it to individuals who are authorized to respond.

8.



Provide for a prompt, thorough and impartial investigation of complaints and effective preventative action when necessary.

9.



Consider requiring that employees who file internal complaints be notified about their complaint's status, the investigation's results and any corrective and preventative action taken.

For more information on fair employment practices, contact us today.

