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[Company/Organization Name]

Effective Date: [Date]

Anti-Discrimination Policy

**1. Purpose:**  
[Company Name] is committed to providing a work environment that is free from discrimination, harassment, and prejudice. This policy aims to ensure equal opportunities for all employees, candidates, clients, and visitors and to foster a workplace that embraces diversity and inclusivity.

**2. Scope:**  
This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as candidates, clients, vendors, and visitors while they are on [Company Name] premises or engaging in company-related activities.

**3. Prohibited Discrimination:**  
[Company Name] strictly prohibits discrimination on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws and regulations.

**4. Types of Discrimination:**  
Discrimination includes, but is not limited to:

* Unfair treatment in hiring, promotions, compensation, assignments, or any other employment-related decision.
* Harassment, including verbal, written, visual, or physical conduct that creates an intimidating, hostile, or offensive work environment.
* Retaliation against an individual for reporting discrimination or participating in any investigation related to discrimination.

**5. Responsibilities:**

* All employees, regardless of their position, are responsible for promoting a discrimination-free work environment. This includes treating all individuals with respect, fairness, and dignity.
* Managers and supervisors have a special responsibility to ensure that their teams understand and comply with this policy. They must address any discrimination concerns promptly and confidentially.
* The HR department will support employees in reporting discrimination, conduct investigations, and take appropriate action in line with this policy and applicable laws.

**6. Reporting Discrimination:**  
Any employee who believes they have experienced or witnessed discrimination is encouraged to report it promptly. Reports can be made to their immediate supervisor, another supervisor, HR personnel, or through the company's designated reporting channels. All reports will be treated confidentially to the extent possible and without retaliation.

**7. Investigation and Resolution:**  
[Company Name] will promptly and impartially investigate all discrimination complaints. The investigation will be conducted discreetly and will involve interviews with relevant parties and examination of relevant evidence. Upon completion, appropriate actions will be taken, which may include disciplinary measures up to and including termination.

**8. Non-Retaliation:**  
[Company Name] prohibits any form of retaliation against individuals who report discrimination or participate in investigations related to discrimination. Retaliation is a serious violation of this policy and will result in appropriate disciplinary action.

**9. Accommodation:**  
[Company Name] is committed to providing reasonable accommodations to qualified employees with disabilities, as required by applicable laws.

**10. Training and Awareness:**  
[Company Name] will provide regular training and awareness programs to educate employees about this policy, anti-discrimination laws, and the importance of maintaining an inclusive work environment.

**11. Policy Review:**  
[Company Name] will review this policy periodically to ensure its effectiveness, compliance with legal requirements, and alignment with the company's values.

At [Company Name], we believe that diversity and inclusion are essential for the success of our organization. We expect all employees to embrace these principles and contribute to a workplace that fosters respect, fairness, and equal opportunities for all.

**Employee:**

I have read and understood the Anti-Discrimination Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]