# Equal Opportunity Policy

**Purpose:** This policy affirms {companyName}'s commitment to providing equal employment opportunities and maintaining a workplace free from discrimination and harassment. It applies to all employees and applicants and is grounded in our belief in mutual respect, diversity, and fairness.

## Scope

This policy applies to all employees, applicants for employment, contractors, and other stakeholders engaged with **{companyName}**, across all locations and departments.

## Policy Statement

**{companyName}** is committed to a policy of equal opportunity for all employees and applicants. Employment decisions are based on merit, qualifications, and business needs, and are made without regard to:

{#protectedCharacteristics}

* {characteristic}

{/protectedCharacteristics}

This includes decisions related to recruitment, hiring, promotion, compensation, benefits, training, layoffs, and termination.

## Responsibilities

All employees and supervisors are expected to uphold this policy. Managers are responsible for enforcing this policy within their teams and for ensuring that the workplace remains compliant and respectful.

## Procedures

1. All job postings must state our commitment to equal opportunity.
2. All applications will be reviewed based on objectively defined criteria.
3. Complaints of discrimination or harassment will be handled swiftly and confidentially.

## Reporting Discrimination

Any employee who believes they have been subject to discrimination is encouraged to report the incident to **{hrContactName}** at *{hrEmail}* or *{hrPhone}*. Reports will be investigated promptly and professionally.

## Non-Retaliation

**{companyName}** prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation. Violations of this policy may result in disciplinary action up to and including termination of employment.

## Implementation & Review

This policy is effective as of **{effectiveDate}**. It will be reviewed annually by the Human Resources department and updated as necessary to comply with applicable laws and best practices.

## Policy Acceptance

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Employee ID** | **Date Signed** |
| {#employees}{employeeName} | {employeeId} | {dateSigned}{/employees} |

By signing below, the employee acknowledges that they have read, understood, and agreed to abide by the Equal Opportunity Policy of **{companyName}**.