

Sample Equal Opportunity / Anti-Discrimination Policy

- a) It is the policy of the [organization] to provide equal opportunity for all applicants, employees, staff, volunteers and board members regardless of their race, color, religion, age, gender, national origin, creed, ancestry, marital status, sexual orientation, pregnancy status, disability, or veteran status.
- b) Parties who believe that they have not been offered an equal opportunity should (and are encouraged to) report such complaints to the executive director. If this person is the cause of the offending conduct, the employee may report this matter directly to Chairman of the Board of Directors. Complaints will be promptly and thoroughly investigated. Confidentiality of reports and investigations will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have violated the equal opportunity policy will be subject to disciplinary action, up to and including discharge.
- c) If any party directly involved in a equal opportunity investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Executive Committee of the Board of Directors.
- d) The Organization will not in any way retaliate against any individual who makes a complaint nor permit any employee to do so. Retaliation is a serious violation of this equal opportunity policy and should be reported immediately. Any person found to have retaliated against another individual for making a complaint will be subject to appropriate disciplinary action, up to and including termination.

