**Equal Opportunity Employment**

It is [INSERT COMPANY NAME]'s policy to afford equal opportunity in employment, and to administer its employment practices in a manner which facilitates employment opportunities for all persons. [INSERT COMPANY NAME] is dedicated to fulfilling this policy with respect to hiring, placement, promotion, layoff, granting of benefits, disciplinary action and all other employment decisions.

[INSERT COMPANY NAME] believes that all employment decisions should be based on bona fide occupational qualifications. All employment decisions are made without regard to race, color, age, creed, gender, religious affiliation, national origin, ancestry, marital status, citizenship, disability unrelated to job performance, or service in the United States Armed Forces.

[INSERT COMPANY NAME] will also not tolerate or condone any harassment of its employees by any other employee, by any supervisor or management person, or by any of the company's vendors or customers on the basis of sex, race, religion, ancestry, color, creed, citizenship, national origin or any other basis protected by law.

While it is not always easy to define harassment, it certainly includes making unwelcome sexual advances, insisting on sexual favors with respect to personnel decisions, and any verbal or physical conduct of a sexual nature, such as uninvited touching, displaying of sexually suggestive objects or pictures, or sexually-related comments.

Harassment also includes conduct (either verbal or physical) that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Isolated verbal comments, ethnic slurs, racial epithets, abusive language, degrading comments, sexual flirtation or innuendo, swearing and use of slang descriptions may constitute harassment, particularly when such conduct continues over a period of time.

ANYONE WHO FEELS THAT HE OR SHE HAS BEEN DISCRIMINATED AGAINST, OR IS A VICTIM OF SEXUAL OR OTHER HARASSMENT, MUST IMMEDIATELY REPORT ALL SUCH DISCRIMINATION AND ALL INCIDENTS OF HARASSMENT IN WRITING TO YOUR SUPERVISOR [AND/OR ... INSERT OFFICIAL TITLE OF PERSON ADMINISTERING HANDBOOK POLICIES], OR IF EITHER PERSON IS THE SUBJECT OF THE COMPLAINT, TO THE PRESIDENT [Alternate Title] [OR OTHER APPLICABLE PERSON].

You are also encouraged to informally discuss and attempt to resolve any such problem with the person who is discriminating or creating the harassment. Alternatively, we encourage you to invoke [INSERT COMPANY NAME]'s grievance procedure. No employee will be subject to any retaliation for making any complaint of discrimination or harassment.

AGAIN, YOUR NOTIFICATION OF ANY ALLEGED DISCRIMINATION OR HARASSMENT IS ESSENTIAL TO THE COMPANY. WE CANNOT HELP RESOLVE SUCH PROBLEMS UNLESS WE KNOW ABOUT THEM.

All such complaints will be promptly investigated, and [INSERT COMPANY NAME] will determine whether the conduct complained of constitutes discrimination or harassment based on a review of all of the facts and circumstances of each situation. All investigations will be conducted on a confidential basis.

Any violation of this discrimination and harassment policy will not be tolerated, will be considered a serious violation of [INSERT COMPANY NAME]'s Employee Conduct and Work Rules, and will be dealt with swiftly and fairly. Violations may result in disciplinary action, up to and including immediate discharge.

PERSONAL BEHAVIOR: In addition to this policy, it is the policy of [INSERT COMPANY NAME] to prohibit conduct which may not legally constitute harassment, but nonetheless projects an unprofessional, unbusinesslike image for the company. For this reason:

All employees must conduct themselves in a professional manner, and unprofessional behavior (such as sexual related conversations, inappropriate touching, etc.) is prohibited. Employees who fail to observe this standard may be subject to disciplinary action, up to and including immediate discharge.