**Sample Policies**

**Note from The Prinz Law Firm:** Policies must be customized based on your organization and your approach.

**EQUAL OPPORTUNITY EMPLOYER**

 The Company is committed to fostering a diverse and inclusive environment. This commitment applies to all aspects of hiring, training, promoting, and retaining the best qualified individuals based on factors such as skills, attitude, experience, and, where applicable, work performance. No employee or applicant shall be discriminated against because of gender, race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, veteran status, physical or other disability, medical condition, or any other classification protected by applicable local, state, or federal laws.

If you believe you have witnessed or experienced employment discrimination, you are expected to immediately report the matter. You may report the matter to your supervisor, Human Resources, or any member of the senior leadership team you feel comfortable speaking to.

**HIRING**

 The Company hires individuals who are qualified for employment as determined by the skills, experience, and education needs of the position. All decisions regarding the recruitment, selection, and placement of employees are made solely based on job-related criteria. We attempt to place new employees in a position which best utilizes their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

To ensure that individuals who join the Company are well qualified and have a strong potential to be productive and successful, the Company has a diligent hiring process that includes contacting the employment references of all applicants.

**DISCRIMINATION AND HARASSMENT POLICY**

THE COMPANY is proud to maintain a collegial work atmosphere where all individuals are treated with respect and dignity. Our employees have the right to work in a professional environment that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, gender, sexual orientation, national origin, age or disability. We all are responsible for ensuring every team member cultivates that environment.

Harassment at the Company is not tolerated. Harassment is verbal or physical conduct that demeans, stereotypes, or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sexual orientation, national origin, age or disability and conduct which may be offensive to others, create an offensive, intimidating or hostile working environment, or interfere with an employee’s work performance. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, disability or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Employees who witness or experience harassment by a supervisor, other employees or by non-employees such as customers, vendors or contractors are expected to speak up and stop harassment when possible and report such harassment to a Company leader or Human Resources as soon as possible.

Please note that while this policy sets forth our goals of promoting a workplace that is free of prohibited harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of prohibited harassment.

All employees are responsible for assuring that the workplace is free from harassment and are required to report any harassment. **Employees can raise concerns and make reports without fear of reprisal. All reports of harassing behavior will be thoroughly investigated by THE COMPANY.**

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise an Officer of the Company, Human Resources Department, Vice President of Administration or Vice President of Operations who will investigate the matter in a timely and confidential manner. Upon completion of the investigation, the employees directly involved will be advised of the results of the investigation, to the extent appropriate under the circumstances.

To the fullest extent possible, all internal investigations of discrimination or harassment allegations will be conducted confidentially and involved employees will be asked to maintain discretion. It is the duty of all employees to cooperate in investigations of discrimination or harassment.

If a customer is engaged in harassing behavior toward you, simply state "My manager/colleague/HR can better serve you" and promptly contact the appropriate person, or other management personnel on the premises to deal with the situation.

Any employee who is found to have engaged in sexual harassment or discrimination or harassment of another employee based on race, color, religion, gender, sexual orientation, national origin, age or disability will be disciplined. Such actions may range from counseling to termination from employment, and may include such other forms of disciplinary action as THE COMPANY deems appropriate under the circumstances.

Retaliation against an individual who has made a complaint under this policy and retaliation against individuals for cooperating with an investigation of a complaint under this policy is unlawful and will not be tolerated by THE COMPANY.