

[Company Name]

[Document Name]

[Project Name]

[Version Number]

5. Anti-Discrimination and Harassment

5.1. Americans with Disabilities Act

It is [COMPANY]'s policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. [COMPANY] is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973.

[COMPANY] recognizes that some individuals with disabilities may require accommodations at work.

If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

5.2. Equal Opportunity Policy

[COMPANY] provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws.

This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

5.3. Policy Prohibiting Harassment and Discrimination

[COMPANY] strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

5.4. Prohibited Behavior

[COMPANY] does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.