

It is illegal under U.S. federal law to discriminate against an employee, either intentionally or through a disparate impact. If your organization needs to develop a policy, below are some non-discrimination policy tips and an example that may be helpful.

#### **General Non-Discrimination Policy Tips**

- State that discrimination based on [race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#), or [gender identity](#)), [national origin](#), [disability](#), [age](#) (40 or older) or [genetic information](#) (including family medical history) is illegal and will not be tolerated. Provide definitions and examples of prohibited conduct, as needed.\*
- State that you will provide reasonable accommodations (changes to the way things are normally done at work) to applicants and employees who need them for [medical](#) or [religious](#) reasons, as required by law.\*
- Explain how employees can report discrimination.
  - If possible, designate more than one person to receive and respond to discrimination complaints or questions.
  - Consider permitting employees to report discrimination to any manager.
- State that employees will not be [punished](#) for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination.
- State that you will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation, to the greatest possible extent.
- Require managers and other employees with human resources responsibilities to respond appropriately to discrimination or to report it to individuals who are authorized to respond.
- Provide for prompt, thorough and impartial investigation of complaints.
- Provide for prompt and effective corrective and preventative action when necessary.
- Consider requiring that employees who file internal complaints be notified about the status of their complaint, the results of the investigation and any corrective and preventative action taken.
- Describe the consequences of violating the non-discrimination policy.

<https://www.eeoc.gov/employers/small-business/general-non-discrimination-policy-tips>

#### **Example of Non-discrimination Statement and Policy:**

[ NONPROFIT ] does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

[ NONPROFIT ] is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

<http://www.nonprofitinclusiveness.org/example-non-discrimination-statement-and-policy>