**Sample Employment Antidiscrimination Policy and Procedure**

*The following has been adapted from the U.S. Department of Justice’s Office of Civil Rights. This template is provided as a general sample and should be adapted, edited, and updated to meet the specific policies, procedures, and practices of your organization.*

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| **Subject: Employment Antidiscrimination Policy and Procedure** |
| **Policy Number:** |
| **Effective Date:**  |

**1. Purpose**

In this section, the agency should explain the purpose of this document, such as to establish that the agency is committed to creating a work environment free from discrimination, and to create a written policy and/or procedure for the agency to follow when they receive a complaint alleging employment discrimination from an employee or prospective employee.

**2. Policy**

The agency should explain its policy regarding employment discrimination, such as a statement that the agency is committed to providing equal employment opportunities and as such, employment decisions and actions are made regardless of race, color, national origin, sex, religion, disability or age, sexual orientation, or gender identity. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of nondiscrimination. All staff will be provided notice of this policy, and staff will be trained in implementing this procedure.

**3. Definitions**

The agency may wish to include definitions of relevant terms, such as “discrimination,”

“complaint coordinator,” and “retaliation.”

**4. Procedures**

The agency should explain its procedures for responding to employment discrimination complaints. These procedures should include, at a minimum:

* A designation of the agency employee who is responsible for coordinating the series of actions described in these procedures;
* An explanation of how an agency employee receiving a discrimination complaint from an employee or applicant should forward the complaint to the employee responsible for coordinating the series of actions described in these procedures
* A statement that the employee responsible for coordinating the series of actions described in these procedures should refer employment discrimination complaints to the U.S. Equal Employment Opportunity Commission (EEOC) or the appropriate state or local fair employment practices agency. Other options for responding to employment discrimination complaints include the agency investigating these complaints internally or referring complaints to the Office of Civil Rights.
* The agency shall describe how it will disseminate these procedures to agency employees and prospective employees, such as by posting the procedures on the agency website, providing a copy of the procedures to employees during the training sessions, distributing the procedures to all new employees during orientation, etc.

**5. Training**

The agency should describe its procedures for providing periodic training for agency employees on these antidiscrimination policies and complaint procedures, including an employee’s responsibility to refer discrimination complaints from employees and prospective employees.

This sample policy has been adapted from the U.S. Department of Justice’s Office of Justice Program’s civil rights sample documentation, [*https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/employment\_complaint\_procedures.pdf*](https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/employment_complaint_procedures.pdf)