



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.

* [Federal](#), state and local laws may prohibit additional types of discrimination and/or require you to provide reasonable accommodations for other reasons. Federal, state and local government websites may have additional information about these laws.

See also:

[Harassment Policy Tips](#)

[Reasonable Accommodation Policy Tips](#)

[Leave Policy Tips](#)