name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_

Employee Handbook – Equal Employment Opportunity

Having policies written in an employee handbook will eliminate confusion as to what you expect from your employees and what they should expect from you. As the owner of business, you will need to set policies and take full responsibility for enforcing, reviewing and updating all information in the employee handbook.

Make sure that all policies, procedures, practices, rules and regulations are decided upon in advance, and present ideas in a simple and direct manner to avoid any possible confusion or misinterpretation.

Each employee should receive a copy of the handbook.

OFCCP compliance requires that every place of employment does not discriminate and are open to all employees and potential job candidates, regardless of race, color, sex, religion or national origin. The laws also govern age discrimination, equal pay and sexual harassment.

Protected classes: race, color, gender, marital status, religion, age, national origin, disability, and veteran status.

Directions: Create an Equal Employment Opportunity statement that will appear on the front of your employee handbook. Your statement should not be more than one page. You should cater your statement towards your business’s needs and identity.

SAMPLE FROM AN EMPLOYEE HANDBOOK

Equal Employment Opportunity

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The President of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.