

To: All Employees and Stakeholders

From: [Name of Authorized Person/Department]

Date: [Insert Date]

Subject: Formal Declaration of Anti-Discrimination and Equal Opportunity Code

Dear Team,

[Company Name] is committed to maintaining a work environment that is free from discrimination and harassment. We believe that every individual deserves to be treated with dignity and respect.

1. Our Commitment

We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, or gender identity.

2. Prohibited Conduct

This code prohibits any form of workplace discrimination or harassment. This includes, but is not limited to, offensive comments, slurs, exclusionary behavior, or any conduct that creates an intimidating or hostile environment.

3. Scope of Policy

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

4. Reporting Procedures

Any employee who believes they have been subjected to discrimination or has witnessed such behavior is encouraged to report the incident immediately to [Department/Contact Name] at [Email/Phone Number]. All reports will be investigated promptly and confidentially.

5. Non-Retaliation

[Company Name] strictly prohibits retaliation against any individual who reports discrimination in good faith or participates in an investigation.

Adherence to this code is a condition of employment. We expect every member of our organization to uphold these values to ensure a productive and inclusive workplace.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]