



# 7 STEPS TO START BUILDING A NON-DISCRIMINATION POLICY

Employees want to feel valued and protected from discrimination in the workplace. Employers can demonstrate their commitment to inclusivity by adopting a non-discrimination policy that protects all employees from harassment and discrimination but building a policy requires careful consideration and planning. Here are a few steps to get you started:

1

**Research:** Examine applicable state and federal laws that prohibit discrimination in the workplace based on protected characteristics, such as race, gender, age, and disability. This can help you identify what to include in your non-discrimination policy.

2

**Identify protected classes:** Review your state and local laws to identify all protected classes, such as sexual orientation, gender identity, and religion, that may be relevant to your workplace. These classes should be included in your non-discrimination policy.

3

**Write the policy:** Your non-discrimination policy should be clear, concise, and specific. It should include a statement prohibiting discrimination and harassment, as well as a clear procedure for reporting incidents of discrimination or harassment.

4

**Review and edit:** Review the policy with key stakeholders, such as human resources personnel and legal counsel, to ensure that it is comprehensive, accurate, and legally compliant.

5

**Communicate the policy:** Once the policy is finalized, communicate it to all employees, including new hires, and ensure that they understand the policy and their responsibilities under it. Consider conducting training sessions to reinforce the importance of non-discrimination in the workplace.

6

**Regularly review and update:** Creating the policy isn't a one-and-done action. Regular reviews of the policy help ensure that it remains current with changes in laws and best practices and allows you to address any issues that arise.

7

**Enforce the policy:** Ensure that all managers and employees understand the importance of enforcing the non-discrimination policy and hold all employees accountable for complying with it.

Following these steps can help you build a non-discrimination policy that promotes a respectful, inclusive workplace for all employees.



**TIP:** Adding inclusive benefits can help ensure the needs of current and future employees are being met. Talk to us to see how we can help you create or update your employee benefits program to deliver a well-rounded program for all.