Discrimination, Harassment, and Bullying Policy Template

[Grantee Name] is committed to creating and maintaining a working and training environment that treats people with dignity, decency, and respect. The welcoming environment of the organization should be one of mutual trust. It should be free of intimidation, oppression, and exploitation. [Grantee Name] will not tolerate illegal discrimination or harassment of any kind. [Grantee] will seek to prevent, correct, and discipline behavior that violates this policy. [Grantee] will provide education to its employees about this policy and expectations for employee behavior. [Grantee] will be responsible for enforcing this policy.

All employees and program participants are covered by this policy and are required to comply. All employees must take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action, outlined below, will be taken against any employee or participant who violates this policy. Managers and employees who knowingly allow or tolerate discrimination, harassment, or bullying, including the failure to immediately report such misconduct, are in violation of this policy and subject to discipline.

# Prohibited Conduct Under This Policy

[Grantee Name], in compliance with all applicable federal, state, and local anti-discrimination, harassment, and bullying laws and regulations, enforces this policy in accordance with the following definitions and guidelines:  
  
Discrimination

It is a violation of [Grantee Name]’s policy to discriminate in the provision of training opportunities, benefits, or privileges; to create discriminatory training conditions; or to use discriminatory evaluation standards in training if the basis of that discriminatory treatment is, in whole or in part, based on the person’s race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information, or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including dismissal from the program, if participants, or termination, if staff.

## Harassment

[Grantee Name] prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce a participant, employee, co-worker, or any person working for or on behalf of [Grantee Name]. The following examples of harassment are intended to be guidelines and are not exclusive of whether there has been a violation of this policy:

* ***Verbal harassment*** includes comments that are offensive or unwelcome regarding a person’s national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status, or other protected status, including epithets, slurs, and negative stereotyping.
* ***Nonverbal harassment*** includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status, or other protected status.

## Bullying

[Grantee Name] prohibits any type of bullying behavior. Bullying is defined as engaging in repeated actions which cause another person to experience intimidation, the unlawful use of physical force or harassment that is so severe, pervasive, and objectively offensive that it denies the victim equal access to the program’s resources or opportunities. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention for the alleged bully is irrelevant and will not be given consideration when appropriate disciplinary action is needed. As in sexual harassment, it is the effect of the behavior upon the individual—especially the establishment of fear that a reasonable person would experience—which is important.

## Retaliation

No hardship, loss, benefit, or penalty may be imposed on a complainant in response to:

* Filing or responding to a bona fide complaint or discrimination, harassment, or bullying.
* Appearing as a witness in an investigation of a complaint.
* Serving as an investigator of a complaint.

## Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

*Document source: Anti-harassment policy and complaint procedure (includes dating/consensual relationship policy provision). (2022). SHRM. https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\_000534.aspx*