

Helpful Information for your Handbook: Taken from the SHRM Website, available to utilize:

Equal Opportunity

[NOTE: THERE MAY BE STATE OR LOCAL LAWS WITH DIFFERENT REQUIREMENTS THAT MUST BE CONSIDERED.]

[COMPANY NAME] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Commitment to Diversity

[COMPANY NAME] is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at [COMPANY NAME] and is an important principle of sound business management.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Core Definition(s) / Concept(s):

Ally: Someone who supports a group other than one's own (in terms of multiple identities such as race, gender, age, ethnicity, sexual orientation, religion, etc.). An ally acknowledges oppression and actively commits to reducing their own complicity, investing in strengthening their own knowledge and awareness of oppression.

Bias: A form of prejudice that results from our tendency and needs to classify individuals into categories.

Cisgender: A term for people whose gender identity, expression, or behavior aligns with those typically associated with their assigned sex at birth.

Color Discrimination: Treating an applicant, employee or former employee less favorably because of his or her skin color, pigmentation complexion, shade of ton of skin. Color discrimination also includes using an employment policy or practice that has a negative effect on applicants or employees of a particular color; that is not related to the job and necessary to the operation of the business.

Cultural Appropriation: The non-consensual/misappropriation use of cultural elements for commodification or profit purposes – including symbols, art, language, customs, etc. — often without understanding, acknowledgment, or respect for its value in the original culture.

Disability: Physical or mental impairment that affects a person's ability to carry out normal day-to-day activities.

Diversity: Socially, it refers to the wide range of identities. A broad includes race, ethnicity, gender, age, national origin, religion, disability, socioeconomic status, education, marital status, language, veteran status, physical appearance, etc. It also involves different ideas, perspectives, and values.

Disability Discrimination: Treating an applicant, employee or former employee less favorably because the person or someone the person associates with has a disability, had a disability in the past or is believed to have a disability. Disability discrimination also includes failing to provide a disability accommodation to an applicant or employee, unless the accommodation would require significant difficulty or expense, changing fundamental job duties, lowering production or performance standards or tolerating misconduct. In addition, disability discrimination includes using an employment policy or practice that has a negative effect on an applicant or employee with a disability or a group of applicants or employees with disabilities and that does not reflect what is actually required to do the job.

Discrimination: The unequal treatment of members of various groups, based on conscious or unconscious prejudice, which favor one group over others on differences of race, gender, economic class, sexual orientation, physical ability, religion, language, age, national identity, religion, and other categories.

EEOC: U.S. Equal Employment Opportunity Commission. The EEOC is the federal agency that enforces the federal laws that prohibit employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 years old or older) and genetic information (including family medical history). The laws enforced by the EEOC also prohibit retaliation. The EEOC is a bipartisan Commission led by five Commissioners who are appointed by the President and confirmed by the Senate. The EEOC has a headquarters office in Washington, D.C. and 53 field offices throughout the United States.

Equity: The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist in the provision of adequate opportunities to all groups.

Fair Employment Practices Agencies (FEPAs): State and local agencies responsible for enforcing state and local employment discrimination laws.

Federal Employment Discrimination Laws: Laws that apply in every state that prohibit employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) and genetic information (including family medical history). These laws also prohibit retaliation. These laws include Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990 and Title II of the Genetic Information Nondiscrimination Act of 2008.

Gender Identity: Distinct from the term “sexual orientation,” refers to a person’s internal sense of being male, female, or something else. Since gender identity is internal, one’s gender identity is not necessarily visible to others.

Harassment: The use of comments or actions that can be offensive, embarrassing, humiliating, demeaning, and unwelcome.

Implicit Bias: Negative associations expressed automatically that people unknowingly hold and that hat affect our understanding, actions, and decisions; also known as unconscious or hidden bias.

Inclusion: The act of creating environments in which any individual or group can be and feel welcomed, respected, supported and valued as a fully participating member. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

Institutional Racism: Institutional racism refers specifically to the ways in which institutional policies and practices create different outcomes and opportunities for different groups based on racial discrimination.

“Isms”: A way of describing any attitude, action or institutional structure that subordinates (oppresses) a person or group because of their target group. For example, color (racism), gender (sexism), economic status (classism), older age (ageism), religion (e.g., anti-Semitism), sexual orientation (heterosexism), language/immigrant status (xenophobia), etc.

LGBTQIA: An inclusive term for those who identify as lesbian, gay, bisexual, transgender, queer, intersex, and asexual.

Multicultural Competency: A process of embracing diversity and learning about people from other cultural backgrounds. The key element to becoming more culturally competent is respect for the ways that others live in and organize the world, and an openness to learn from them.

National Origin Discrimination: Treating an applicant, employee or former employee less favorably because the person or someone the person associates with comes from a particular country, has a foreign accent, appears to have a particular ethnic background. National origin discrimination also includes using an employment policy or practice that has a negative effect on applicants or employees of a particular national origin and that is not related to the job and necessary to the operation of the business.

Prejudice: an inclination or preference, especially one that interferes with impartial judgment and can be rooted in stereotypes that deny the right of individual members of certain groups to be recognized and treated as individuals with individual characteristics.

Race: A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic, and political needs of a society at a given period of time

Retaliation: Treating an applicant, employee or former employee less favorably because he or she made an internal discrimination complaint, filed a discrimination charge with the EEOC or another agency, participated in a discrimination investigation or lawsuit (for example, served as a witness), or opposed discrimination (for example, threatened to file a charge of discrimination). All of the laws enforced by the EEOC prohibit retaliation.

Safe Space: Refers to an environment in which everyone feels comfortable expressing themselves and participating fully, without fear of attack, ridicule, or denial of experience.

Sexual orientation: An individual's enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be straight, lesbian, gay, or bisexual.

Stereotype: A form of generalization rooted in blanket beliefs and false assumptions, a product of processes of categorization that can result in a prejudiced attitude, uncritical judgment, and intentional or unintentional discrimination. Stereotypes are typically negative, based on little information that does not recognize individualism and personal agency.

The terms contained in this glossary have been reproduced from the following resources:

1. The Anti-Violence Project: [Glossary](#). University of Victoria SUB B027
2. Diversity, Equity & Inclusion. [Glossary](#). University of California, Davis.
3. EEOC. [Glossary](#). U.S. Equal Employment Opportunity Commission.
4. Diversity, Equity and Inclusion [Glossary](#). University of Washington.