**Sample Discrimination, Harassment and Bullying Policy**

[Grantee Name] strives to create and maintain a working and training environment in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. [Grantee Name] will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, [Grantee] will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, and program participants are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action 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 evaluative standards in training if the basis of that discriminatory treatment is, in whole or in part, 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 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.