

# Creating Your Employee Handbook

## A Do-It-Yourself Kit for Nonprofits

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### **Chapter 1: Equal Employment Opportunity**

#### **Consider This**

By putting these policies at the beginning of your handbook, you are emphasizing the importance you place on creating a fair, respectful, and discrimination-free work environment.

In writing your EEO policy, be aware that the law does allow you to exclude a certain protected group if you can prove that the exclusion is based on a "bona fide occupational qualification (BFOQ)." For example, if your organization runs a residential shelter for battered women, you may be able to exclude men from the position of live-in coordinator.

If you have questions about this or other hiring issues, it's a good idea to speak with an employment attorney to identify your options in each particular situation.

#### **Creative Approach**

We maintain a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state, and local laws. Creative Agency actively seeks to recruit individuals without regard to race, creed, color, disability, marital status, veteran status, national origin, age, or physical handicap. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay, and dismissal.

#### **By-the-Book Approach**

It is the policy of this agency to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, color, marital status, or medical condition. This policy shall apply to all employees, applicants for employment, board and committee members, and volunteers and extends to all phases of employment, including recruitment, screening, referral, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

#### **Leading-Edge Approach: Workplace Diversity**

We cultivate a work environment that encourages fairness, teamwork, and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

#### **Equal Employment Opportunity**

Leading-Edge Agency is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (for example, AIDS, AIDS-related condition, or

cancer) in hiring, promotion, demotion, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees on the basis of qualifications and job requirements.