

Reminder: Compliance with Anti-Discrimination Policy

Date: [Insert Date]

To: [Employee/Department Name]

Dear [Employee/Team],

This letter serves as a reminder of our commitment to maintaining a workplace free from discrimination. It is essential that all employees adhere to our Anti-Discrimination Policy, which aims to promote a culture of respect and inclusion.

Please review the key principles outlined in the policy:

- Treat all colleagues with respect and dignity.
- Do not engage in discriminatory behavior based on race, gender, religion, age, disability, or any other characteristic.
- Report any incidents of discrimination to your supervisor or HR immediately.

We value diversity and inclusion within our organization and expect all employees to uphold these standards. Your cooperation is crucial in ensuring a positive and safe work environment.

If you have any questions regarding the policy or need further clarification, feel free to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]