

Anti-Discrimination Policy Reporting Procedure

Date: _____

To: [Recipient's Name]

From: [Your Name]

Subject: Reporting Procedure for Anti-Discrimination Policy

Dear [Recipient's Name],

As part of our commitment to maintaining a workplace free from discrimination, we have established a procedure for reporting any violations of our Anti-Discrimination Policy. Below you will find the steps to follow if you experience or witness any discriminatory behavior.

Reporting Procedure

1. Document the incident: Write down a detailed account of the occurrence, including date, time, location, and individuals involved.
2. Contact the designated officer: Reach out to [Name of the Officer], who can be reached at [Contact Information].
3. Submit your report: You may submit your documentation via email or in person at [Location].
4. Follow up: You may request updates regarding the status of your report after [Time Frame].

Your report will be taken seriously and handled with confidentiality, in accordance with our policies. We encourage everyone to speak up and assert their rights in a safe environment.

If you have any questions about this procedure, please do not hesitate to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]