

Notification of Anti-Discrimination Policy Updates

Dear [Employee/Team Name],

We are committed to fostering a diverse and inclusive workplace. As part of this commitment, we have made updates to our Anti-Discrimination Policy, effective [Effective Date].

The key updates include:

- Clarification of protected characteristics.
- Enhanced reporting procedures for incidents of discrimination.
- Introduction of mandatory training sessions for all employees.

Please review the updated policy in detail on our internal website or refer to the attached document. Your understanding and adherence to these policies are crucial in maintaining an equitable workplace.

If you have any questions or concerns, feel free to reach out to [Contact Person] at [Contact Email/Phone].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]