

Compliance Reminder: Civil Rights Policy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder of Civil Rights Policy Compliance

Dear [Recipient's Name],

This letter serves as a reminder of our commitment to uphold civil rights policies in our organization. It is imperative that all employees understand and adhere to these policies to ensure a fair and equitable environment for everyone.

Please take a moment to review the civil rights policies outlined in our employee handbook. Key points to remember include:

- No discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.
- Requirements for reporting incidents of discrimination or harassment.
- Institutional support for diversity and inclusion initiatives.

As part of our organization's commitment to civil rights, I encourage you to participate in upcoming training sessions and workshops that promote awareness and understanding.

If you have any questions or concerns regarding our civil rights policies or any incidents that may arise, please do not hesitate to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]