

Anti-Discrimination Policy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Anti-Discrimination Policy

Dear [Recipient's Name],

We are committed to providing a workplace that is free from discrimination and harassment. Our Anti-Discrimination Policy is designed to create an inclusive environment for all employees, regardless of race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

Please find below the key points of our policy:

- Zero tolerance for discriminatory practices.
- All employees are expected to treat each other with respect and dignity.
- Reporting mechanisms are in place for addressing discrimination concerns.
- Training and awareness programs will be conducted regularly.

We encourage everyone to familiarize themselves with this policy and report any violations. Together, we can ensure a respectful workplace for all.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]