



Terms and Conditions for Employee Manual Clauses

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EQUAL OPPORTUNITY EMPLOYER/NON-DISCRIMINATION POLICY

Example 1

Employment decisions at [company] are based on merit, qualification, and abilities such that employment and advancement opportunities are available to all individuals. [Company] does not discriminate in employment opportunities or practices on the basis of race, skin color, religious, sex, national origin, age, disability or any other characteristic projected by law.

[Company] will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the manager on duty. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Example 2

- ② [Company] affirms its policy of Equal Employment Opportunity to all staff members, employees and guests of the [hotel/restaurant/establishment].
- ② [Company] believes strongly in not discriminating against any person on the basis of race, color, age, national origin, sex, gender, pregnancy, religion or disability.
- ② Recruitment, hiring, promotions, training, lay off, termination, rate of pay and other forms of compensation shall be administered to all employees equally.
- ② [Company] strictly enforces these policies to create and enhance a positive environment for its employees.

Example 3

[Company] is an equal opportunity employer. Our decisions regarding all aspects of the employment relationship, including hiring, promotions, assignment, compensations and other job-related terms are in accordance with our principles of equal opportunity. We will not discriminate against associates or applicants on the bases of race, color, sex, national origin, age, marital status, sexual orientation, disability and any other classification protected by local, state or federal law. We will consider all requests for reasonable accommodations made by any applicants or associates who are disabled within the meanings of the Americans with Disabilities Act. We will not tolerate intimidation, harassment or retaliation against associates or applicants because they have engaged in or may engage in filing a complaint of discrimination.

Example 4

Equal Employment Opportunity

It is the policy of [company] to employ qualified persons with the greatest ability without discrimination against any applicant for employment or team member because of gender, color, race, ancestry, religion, national origin,

age, disability, medical condition, marital status, veteran status, citizenship status, sexual orientation or any other protective group status as defined by law.

The overall responsibility for the implementation of this policy is delegated to the Director of Human Resources.

Team members or applicants should notify the Director of Human Resources, your supervisor, or any department head of any conduct you witness or experience which you believe constitutes employment discrimination based upon any of the protected groups mentioned above in violation of our equal employment opportunity policy. The hotel forbids retaliation against anyone for reporting discrimination, filing a complaint regarding discrimination, or participating in an investigation concerning discrimination. Anyone who witnesses or experiences any retaliation conduct should report it immediately to the individuals mentioned above.

Example 5

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at [company] will be based on merit, qualifications, and abilities. [Company] does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

[Company] will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Example 6

The EEOC established by Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against individuals based on race, color, religion, sex or national origin. Accordingly, the management of [company] makes every effort to avoid discriminating against or any action that may be perceived as discrimination against the aforementioned protected classes.

Americans with Disabilities Act (ADA) Policy

Enacted in 1990, the ADA prohibits discrimination against people with disabilities. Accordingly, the management of [company] makes every effort to employ and reasonably accommodate those with disabilities or with a history of disabilities when possible.

Example 7

Equal Employment Opportunity has been and will continue to be a fundamental principle at [company], where employment is based upon personal capabilities and qualifications without discriminations because of race, color, religion, sex, age, natural origin, disability, pregnancy or any other protected characteristic as established by law. [Company] prohibits and will not tolerate any such discrimination or harassment.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, training, compensation, benefits, termination and all other terms and conditions of employment.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.