DEFENSIVE DRAFTING of HANDBOOKS



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1

EEO Policy

- Address Disability Accommodation Requests
- Address Religious Accommodation Requests
- Address Reporting of Discrimination Concerns (Not just harassment concerns)



2

Harassment Policy

- Sex, Race, Religion ……(Gender Stereotyping)
- Employees / Customers / Vendors
- Report discrimination / harassment to (HR & Top Management)

Harassment Policy

- Don’t encourage confronting the harasser!!!
- Confronting harassers is not a report!
- Don’t assume others know it is unwelcomed (Don’t rely on a witness to report for you)

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