

DEFENSIVE DRAFTING of HANDBOOKS



CONNIE CORNELL

1607 West Avenue
Austin, Texas 78701
ccornell@cornellsmith.com
(512) 328-1540

EEO Policy

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

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)

Harassment Policy

Investigate / Take appropriate action.

“The Company may decide in some circumstances that in order to maintain the integrity of its investigation and our role in it in confidence.”

No retaliation for complainant or witness

Retaliation – report same way.

Dating & Workplace Romance

Management prohibited from dating staff

No favoritism

No PDA

Rules to break up (24/7 rules on harassment)

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](http://utcle.org/elibrary)

Title search: Defensive Drafting of Handbooks

Also available as part of the eCourse

[2017 Essential Employment Law eConference](#)

First appeared as part of the conference materials for the
2017 Essential Employment Law: A Practical Course in the Basics session
"Handbooks / Employment Policies"