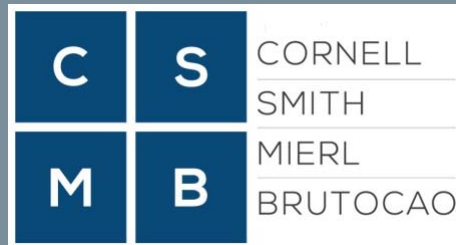


# DEFENSIVE DRAFTING of HANDBOOKS



**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 \(utcle.org/elibrary\)](https://utcle.org/elibrary)

## Title search: Defensive Drafting of Handbooks

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