

Employee handbook non-discrimination



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The term Non Discrimination is more used in the workplace of most companies. The Employment Non Discrimination Act provides basic protection against workplace discrimination based on sexual orientation or gender identity. The ENDA applies to congress and federal government employees of state and local government positions. The ENDA prohibits public and private employers, employment agencies and labor unions from using a person's sexual orientation or gender as a basis for employment decision for hiring, firing, promotion or compensation. In September 2009, 87% of the Fortune 500 companies had implemented the non discrimination policies (Human Rights Campaign).

What Non – Discrimination issues should be addressed?

All non – discrimination issues should be addressed to any employee upon hire. Non – Discrimination issues should establish a strong effective procedure of policies and procedures that affect each person that is employed. If a complaint is made all internal solutions should be followed in a step by step order. The steps should include a sit down talk with management, a warning; write up of the employee (up to two times) and then termination. All actions taken must comply with all discrimination laws which include the Equal Employment Opportunity, American's with Disabilities Act, Age Discrimination in Employment, Equal Pay and Fair Labor Standards and the Acts of Civil Rights. The company is committed to an equal employment opportunity. The company has a no discrimination, harassment and retaliation policy. There will be immediate disciplinary action taken if any person violates any policy rules.

What should the organization's position be in response to non-discrimination issues?

1. Communicate directly with anyone whose conduct is perceived to be discriminatory, harassing or retaliatory. 2. Bring forth potential workplace issues early in order to prevent damaging and costly discrimination, harassment and retaliation. An employee may choose to address a discrimination, harassment or retaliation complaint with a Department Head or directly with the Department of Human Resources. Optional Department Level: Any Department Head, when approached by an employee with a complaint, is required to report the complaint to the Civil Rights Compliance Officer (or designee).

The Department Head shall consult with the Civil Rights Compliance Officer (or designee) to develop a plan for proceeding with an investigation and addressing the issues comprehensively. Civil Rights Compliance Officer Level: If for any reason, the complainant is uncomfortable or unsuccessful with attempts at individual resolution or department-level resolution, the complainant should bring their complaint forward to the Civil Rights Compliance Officer or designee. 1. Upon receiving a discrimination, harassment or retaliation complaint, the Civil Rights Compliance Officer or designee shall: 2. Receive the complaint.

3. Conduct an investigation promptly. 4. When appropriate, develop a plan to address the issues. 5. When illegal or inappropriate behavior has been "e found," e order remedies to end it. Work with departmental management,

the complainant(s) and the respondent(s) to implement the plan and/or remedies.

How might your non-discrimination policy limit the organization's liability?

The liability of the organization's non-discrimination policy limits any management from overlooking any potential candidate applying for any position in the organization regardless of sex, religion, race, disability, or aptitude. The organization will be held liable should an event happen without reasoning of proper statement against an employee and may lead to discrimination act in the workplace, therefore the organization not properly addressing the non-discrimination policy. Without a proper reasoning in any event of any discriminatory display in the workplace, the individual has all rights of continuing to provide services and communications in the workplace or is entitled to writing a complaint to higher management and/or higher authority along with specific reasons where further action may be taken.

A lawsuit action may be taken as a result and the organization is then held liable of all responsibilities and action. In terms of liability, the organization is able to operate smoothly without complications and employees will resume their positions within their scope of work of the organization. The non-discrimination policy allows all employees to be non-discriminated regardless unless the appearance and goal of the workplace is affected in a way that services are unnatural to provide proper services in a professional manner.

How will your non-discrimination policy enhance employee morale and professionalism?

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Workplace optimism has a tremendous affect on employee performance and productivity. In a health care organization, like a hospital, research has proven that medical professionals are more likely to find solutions when under stress, are able to continue working effectively, and have an overall optimism in a very stressful and demanding work environment (Kyle W. Luthans, Sandra A. Lebsack, & Richard R. Lebsack, 2008). By applying the non-discriminatory policy, our health care organization aims to build a fair and neutral work environment.

With this accomplished, there is a direct relationship with fair work practices and employee satisfaction, the organization will begin to see how employee morale will improve performance and create high quality results.

Professionalism increases because there is a decrease in work irritability, stress levels, and negativity (Kyle W. Luthans, Sandra A. Lebsack, & Richard R. Lebsack, 2008). Employee work productivity can only be achieved if the organization creates in environment where all employees will be evaluated and rewarded under the same non discriminatory work practices and policies.

How will you address state and federal laws regarding non-discrimination in your handbook section?

Discriminating against employees or any other persons in this organization is a severe offense. Every employer has laws that are set up by the state and federal to shield employees from discrimination. These laws were made to keep employers from discriminating on the basis of membership with a specific group. Everybody needs to take these laws very seriously within our

organization. There are law such as the Age Discrimination Act which occurred in 1967 and the Americans with Disabilities Act which occurred in 1990.

These are a few laws that make discrimination illegal within the work field. In addition to these laws, there was the Civil Rights Act which happened in 1964 and this law forbids employee discrimination by not allowing employers to discriminate based on a person's race, color, religion, or origin. These laws take a big part in our organization and various other organizations within the world. Our organization does their best to abide by all state and federal laws ordered by the government. It is always beneficial to every company to bestow an equal opportunity for all employees and applicants of the organization.

What are some ethical considerations involved in the design of this section?

Technical and service quality is the quality of health care. With this being said ethics must be well thought out and deemed significant throughout the organization. The organization is steady throughout the company with ethical standards, expectations, and norms and this is for good of the employees and the company. The organization is altered so that the organizational mission and values, codes of ethics, guidelines of professionalism, and the policies of the public.

Mathews (2006) states, “ The rational management of individuals is important considering the emotions and interests of the management due to the respect to the rights and goal of the organization, as a whole, and the individual in order to create system of fairness, transparency and

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accountability for the employee”. The ethical deliberation implicated on discrimination and that is concentrated on within the organization are:

How capable the organization works together when making important decisions in linking patients and health care providers;

- How capable the organization works together on ethical features on taking care of patients;
- Patient privacy and confidentiality;
- How capable the organization manages behavior for professionalism in patient care;
- Promoting high ethical standard; and
- How capable the organization supports ethical behavior in everyday operation.

The organization takes a huge part in the behavior that focuses on ethical environments in which is important with the practice and integrates ethics in a valuable way within the organizational culture.

Conclusion

Discrimination is a serious offense to employees at this organization. There are state and federal laws that protect an employee from discrimination at any employer. These laws prohibit employers from discriminating on the basis of membership with a specific group. These laws are taken very serious at our organization . Such laws as the Age Discrimination Act of 1967 and the

Americans with Disabilities Act of 1990 are some of the laws that prohibit discrimination in the working field.

Another law known as the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, religion, or national origin. These laws like many others play a big role in our organization and many organizations. Our organization will do its best to follow all state and federal laws mandated by the government. It is in our best interest to provide an equal opportunity for all candidates and employees of the organization.