Purpose

Berkowsky and Associates is committed to diversity and equal employment opportunities and to compliance with state and federal anti-discrimination laws.

Scope

This policy applies to all employees of Berkowsky and Associates, as well as all clients, suppliers, consultants and subcontractors contracted with Berkowsky and Associates. Employees should consult the "Commitment to Diversity" section of the Employee Handbook for additional information.

Principles

In accordance with Federal and New Jersey law, we prohibit discrimination and harassment against any applicant or employee based on any legally protected characteristics, such as race, gender, religion, disability, age, nationality, or other protected status.

Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers, related to hiring, remuneration, training, promoting, and termination, as well as all other practices.

Harassment is unwanted behavior that demeans, intimidates, or creates a hostile environment for a person or group. The Company is committed to educating all employees about harassment and requires training on an annual basis of all employees and managers. Training topics include, but are not limited to, sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

Implementation

Any employee who believes they have been discriminated or retaliated against based on any of the legally protected characteristics listed above or any other category protected by federal, state or local law should immediately provide a written or verbal report to their supervisor, any other member of management, or directly to the CEO or Human Resources to report such incidents.

Likewise, employees should report every instance of perceived unlawful discrimination to their immediate supervisor or to Human Resources, regardless of whether they or someone else is the subject of that treatment.

After a report is received, the Company will conduct an investigation in accordance with the Complaint Procedure set forth in the Employee Handbook. The Company prohibits retaliation against employees who make such a complaint.

Review

This policy is reviewed at least annually and updated as needed or required.