## HUMAN RIGHTS STATEMENT

[Organization Name] is dedicated to safeguarding the human rights of all employees. In particular, [Organization Name] will ensure that every employee has a right to fair treatment under the protected grounds of employment under the[*Prince Edward Island Human Rights Act*](http://www.gov.pe.ca/photos/original/YRTK_eng.pdf).

PROTECTED GROUNDS

* Age
* Association (with another ground of discrimination)
* Race, Colour, Ethnic or National Origin
* Creed or Religion
* Criminal Conviction (in employment only)
* Family Status
* Marital Status
* Physical or Mental Disability
* Political Belief
* Sex or Gender (including sexual harassment or pregnancy)
* Sexual Orientation
* Source of Income
* Having filed a complaint or given evidence/assistance under the PEI *Human Rights Act*

POLICY

[Organization Name] will not discriminate against its employees on the basis of any of the above-mentioned protected grounds.

Furthermore, [Organization Name] will ensure that its employees are treated equally by processes such as, but not limited to:

* Wages/Benefits
* Promotions
* Day-to-day Operations
* Hiring
* Firing
* Recruitment
* Application Forms
* Interviews
* Company Events

[Organization Name] will guarantee that this right to equal treatment is respected in terms of salary, overtime, hours worked, holidays, benefits, shift work, discipline, and performance assessments.

Duty to Accommodate

[Organization Name] has the responsibility to accommodate employees in order to eliminate discrimination based on prohibited grounds. [Organization Name] will accommodate to the point of undue hardship, which can only be considered where changes to a policy or practice will cost money, require outside support, or pose a risk to a person's health or safety.

Filing a Complaint

[Organization Name] acknowledges that an employee who believes their rights have been violated may file a complaint with the Prince Edward Island Human Rights Commission within one year of the alleged violation. The complaint letter must include when the incident happened, the area and prohibited ground of discrimination under the Act, and the name of the respondents.

[Organization Name] will not retaliate against any employee who has filed or had someone file a complaint on their behalf with the Commission.