

Common Sense Practices to Prevent Discrimination

Follow these guidelines to help ensure that you, as an household employer, can prevent illegal discrimination in your home, which is your employee's workplace.

- Treat all employees equally.
- Hire, promote, and fire without bias.
- Review employment policies for unfair practices that have a negative impact on a protected class (i.e., race, religion, ethnicity, gender, age, disability, or pregnancy).
- Eliminate any unfair or negative policies or practices.
- Take immediate action to eliminate discriminatory conduct, including inappropriate comments or behavior.
- Encourage diversity.
- Never retaliate against an employee for filing a discrimination complaint – it's illegal to do so.
- Establish and enforce zero tolerance for unlawful activities and behaviors such as sexual harassment.
- Be prepared to respond to any complaint of sexual harassment. While your employee handbook covers your zero tolerance policy, know how you will handle this sensitive issue.
- Establish and implement procedures for dealing with illegal discrimination, and document them in your employee handbook.
- Keep in mind that many employment agencies are subject to equal employment opportunity laws and may not legally discriminate against a candidate or employee on your behalf.
- Be aware of the potential for document abuse and take care to verify a document's validity.

Maintaining a safe and happy workplace for your employee means implementing human resource practices in your home to prevent discrimination.

This will go a long way to creating a satisfying work environment and building a positive relationship with your employee.

We're here to help in your efforts to prevent discrimination. Feel free to call us at (800) 929-9213 or email Questions@GTM.com about your questions or concerns on how to prevent discrimination.