

EXAMPLES OF EMPLOYMENT POLICIES TO PREVENT AND ADDRESS BIAS

POLICY NAME	KEY PROVISIONS
1) Non- Discrimination in Employment Policy	<ul style="list-style-type: none"> Prohibits discrimination based on past justice involvement unless directly relevant to job duties. Aligns with EEOC (Equal Employment Opportunity Commission) guidance on fair hiring.
2) Fair Hiring & Opportunity Policy	<ul style="list-style-type: none"> Implements "Ban the Box", removing criminal history questions from initial applications. (In VT, it is not legal to include criminal history questions on initial application). Requires individualized assessments of applicants, considering offense relevance, rehabilitation, and time since conviction
3) Bias-Free Employment Decision-Making Policy	<ul style="list-style-type: none"> Requires written justification when criminal history is used in hiring, promotions, or terminations. Prohibits blanket exclusions of justice-involved individuals unless legally required.
4) Complaint & Resolution Policy	<ul style="list-style-type: none"> Establishes a structured reporting process for job applicants and employees to report bias. Ensures non-retaliation protections for those filing complaints. Includes timelines for investigation and resolution. (See detailed policy example above.)
5) Anti-Stigma & Bias Training Policy	<ul style="list-style-type: none"> Requires annual training for HR and hiring managers on unconscious bias, fair hiring, and justice-involvement stigma. Encourages workplace education and dialogue.
6) Equitable Advancement & Retention Policy	<ul style="list-style-type: none"> Ensures equal access to promotions, mentorship, and professional development for justice-involved employees. Provides support resources, such as Employee Assistance Programs (EAPs) for reentry-related challenges
7) Accountability & Oversight Policy	<ul style="list-style-type: none"> Appoints a Bias & Fair Employment Officer or oversight committee. Conducts regular audits of hiring and employment decisions to identify patterns of bias