

This is a sample. Consult with your attorney before using.

SAMPLE VERSION
NON-DISCRIMINATION POLICY

As part of our continuing effort to ensure compliance with federal, state, and local anti-discrimination laws, we would like to take this opportunity to remind all employees, independent contractors, and representatives of (**Name of Your Company**) of our policies regarding housing discrimination. It is the policy and practice of our company not to engage in or assist the efforts of others to engage in housing discrimination. Consistent with that policy, we remind you that the anti-discrimination laws of the United States, New York State, and the local municipality are quite specific in the area of housing, and in conformance with those laws, you must not engage in any of the following conduct:

Refuse to show, rent, sell, negotiate for the rental or sale of, or otherwise make unavailable or deny, housing to any person because of their race, color, religion, sex or gender, familial status (having or expecting a child under 18), national origin, disability, marital status, domestic partnership status, age, sexual orientation, alienage or citizenship status, lawful occupation, gender identification, lawful source of income, or military status (each a "prohibited basis");

Discriminate against any person in the terms, conditions or privileges of rental or sales or in the provision of services or facilities;

Make any verbal or written statement or inquiry with respect to the rental or sales of housing that indicates any preference, limitation or discrimination concerning a protected class, or any statement indicating an intention to make any such preference, limitation or discrimination, including inquiring about a protected class and making statements regarding those classes of residents in housing units or neighborhoods;

Represent to any person because of a prohibited basis that any housing is not available for inspection, sale or rental when such housing is in fact so available; Discriminate against any person in offering individual housing units or in assigning persons to such units because of a prohibited basis;

Enter into an agreement that imposes any restriction upon persons to whom rental or sales of housing may be shown because of a prohibited basis;

Direct or steer any individual away from or toward a particular building, neighborhood or vacancy because of a prohibited basis;

Coerce, intimidate, threaten or interfere with any person who is a prospective tenant or purchaser or current tenant or purchaser to exercise or enjoy the rights guaranteed by the federal Fair Housing Act and state and local laws.

It is important to understand that any action you take because of a protected class of an individual that has the effect of making housing unavailable to such persons protected under these laws constitutes a violation of federal, state, and/or local laws.

Providing equal opportunity to all persons is the law. Our company is firmly committed to the goal of Fair Housing. You should understand that any violation of this non-discrimination policy may lead to the imposition of fines and penalties, compensatory and punitive, as well as disciplinary action, up to and including termination of your license with the New York State Department of State.

Dated:

Name of Employee or Licensee

