

# Equal employment opportunity (EEO) policy statement

## Our discrimination and harassment policy

This is to affirm our policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives, and regulations of federal, state, and local governing bodies or agencies.

Our organization will:

1. Not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status.
2. Take affirmative steps to ensure that all our employment practices are free of discrimination.
3. Provide reasonable accommodation to applicants and employees with disabilities whenever possible.
4. Evaluate the performance of management and supervisory personnel based on their involvement in achieving these Affirmative Action objectives as well as other established criteria.
5. Inform all employees that they are expected to perform their job responsibilities in a manner that supports equal employment opportunities.

## Who do I contact if I experience discrimination or harassment?

Any employee or applicant for employment who believes they have been treated in a way that violates this policy should contact either the EEO Official named below or any other management representative, including me. We will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly.

The EEO Official's responsibilities include monitoring all EEO activities and reporting the effectiveness of the business' Affirmative Action program as required by law. I will receive and review reports on the progress of the program. **Any employee or applicant may inspect our Affirmative Action Plan and information related to our EEO program during normal business hours.** Please contact the EEO Official for further information.

Company name		Date	
EEO official - name		EEO official - title	
EEO official - phone		EEO official - email	

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Printed name of CEO/President

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Signature of CEO/President

\_\_\_\_\_  
Date