

SAMPLE POLICY STATEMENT LETTER

1. **Must mention at the bottom or top of the page, “Equal Opportunity Employer.”**
2. **Must keep a copy in the Company’s file.**

Equal Employment Opportunity Policy

The employment policies and practices of the Company’s Name are to recruit, hire, and treat employees without discrimination because of a person’s race, religion, color, sex, national origin, age, or disability. Our company is committed to providing Equal Employment Opportunity with respect to hiring, termination, compensation, advancement, upgrading and promotion, and transfer.

This company seeks to ensure compliance with the Civil Rights Acts of 1964, as amended, the Federal Highway Act of 1968, the Executive Order 11246, and 11375, the Indiana Civil Rights Act, and other Federal and State Law and Regulations pertaining to Equality of Opportunity and Affirmative Action Policies.

Our company is committed to leadership within the community, and to put forth-maximum efforts to achieve full employment and utilization of capabilities and productivity of all qualified individuals without regard to race, religion, color, national origin, age, sexual orientation, gender identity, ancestry, United States military service veteran status, or disability.

This company further recognizes that the effective application of a policy of Equal Employment Opportunity involves more than just a policy statement, and is committed to the promotion of Affirmative Action.

Signature

Company’s Chief Official

Name and Title

Signature

Company's Equal Employment Opportunity Officer