

# SAMPLE

## XYZ ORGANIZATION EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

XYZ Organization is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of XYZ Organization that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related), or physical handicap (includes all other medical conditions).

This organization will also conform to the Americans with Disabilities Act of 1990 (ADA), *42 USC, Sections 1210 et seq.*, and U.S. Department of Justice implementing regulations, *28 CFR, Part 35*.

All recruitment, hiring, placements, transfers, and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation, regardless of the above-identified bases. All other personnel actions such as compensations, benefits, layoffs, terminations, trainings, etc., are also administered without discrimination. Equal employment opportunity (EEO) will be promoted through a continual and progressive EEO.

The objective of an EEO is to ensure nondiscrimination in employment and, wherever possible, to actively recruit and include for consideration for employment minorities, women and the physically handicapped.

Jane Doe has been designated EEO Coordinator. Inquiries concerning the application of Federal and State laws and regulations should be referred to her/him. The coordinator is responsible for administering program progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy. Regular annual reports are submitted to the Agency Director for review and evaluation of progress.

To achieve the goals of our EEO, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.

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Signature

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Title (Agency Head)

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Date

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Signature

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Title (EEO/AA Officer)

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Date