

SAMPLE ON COMPANY LETTERHEAD SAMPLE

<p style="text-align: center;"><u>Company EEO Policy Statement</u></p> <p>It is the Policy of this Company to assure that applicants are employed, and that employees are treated during Employment without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or Transfer; recruitment or recruitment advertising; layoff or Termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.</p>	<p style="text-align: center;"><u>Work environment Statement</u></p> <p>It is the policy of this company to ensure and maintain a working environment free of harassment, sexual harassment, intimidation, and coercion at all sites, and in all facilities at which our employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or the company EEO Officer.</p>
<p><u>Notice encouraging employees to refer minority and female applicants for employment.</u></p> <p>We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and/or female who is seeking employment, please refer them to (NAME) at (TELEPHONE #).</p>	<p style="text-align: center;"><u>Certification of Nonsegregated Facilities</u></p> <p>(CONTRACTOR) certifies that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy of the sexes.</p>
<p><u>Notice informing employees of available training program and entrance requirements.</u></p> <p>We are participating in an On-the-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact (NAME) at (TELEPHONE #). He/She will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.</p>	<p style="text-align: center;"><u>Notice to unions disseminating EEO commitments and responsibilities and requesting their cooperation.</u></p> <p>(CONTRACTOR) will continue to make the company EEO policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded; promoted or advanced; demoted; transferred; recruited; laid-off or terminated; compensated; and trained without regard to their race, religion, sex, color, national origin, age or disability. We will request the cooperation of the entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.</p>
<p style="text-align: center;"><u>Avenues of Appeal / Complaint Procedures</u></p> <p>Any complaint of alleged discrimination by this company, its supervisors, or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company's Equal Employment Opportunity Officer.</p>	<p style="text-align: center;"><u>Prohibited Sexual Harassment</u></p> <p>Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes unlawful sexual harassment. Sexual harassment also includes behavior which unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment. No manager, supervisor or other employee shall engage in such conduct. Any person in doubt as to whether specific conduct constitutes prohibited harassment should contact the EEO Officer or any supervisor or management official.</p>
<p><u>Notice identifying company EEO Officer by name and contact information.</u></p> <p>The Equal Employment Opportunity Officer for the (CONTRACTOR) is (NAME) He/She may be contacted by writing (ADDRESS) or calling (TELEPHONE #) before 5 pm. After this time he/she may be reached at (TELEPHONE#).</p>	

Additional information regarding the aforementioned policies may be obtained from the Company's EEO Officer.

Signed by: _____

Date: _____

Title: _____

Signed by (NAME) Company Official (President/Vice President, etc)