

LETTERHEAD

SAMPLE **EEO POLICY**

Date:

It is the policy of this Company to take affirmative action to assure equal employment opportunity to all qualified persons, without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

This includes, but is not limited to the following:

- Hiring, placement, upgrading, recall, transfer, demotion or promotion
- Recruitment, advertising or solicitation for employment
- Treatment during employment
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeships
- Layoff or termination

It is the policy of this company to achieve and maintain full compliance with all applicable statutes, regulations and executive orders on equal employment opportunity and affirmative action.

The Equal Employment Opportunity Officer for the Company, is:
