



[THIS POLICY SHOULD BE ON COMPANY LETTERHEAD]

## Equal Employment Opportunity Policy

XYZ is committed to providing a non-discriminatory employment environment for its employees. The policy of XYZ is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, colour, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military and veteran status is prohibited.

Violations of this policy will be subject to discipline, up to and including termination. Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training. All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting the equal employment opportunity objectives.

Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated EEO Officer. The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint. If you have any questions regarding this policy, please contact **(COMPANY'S EEO OFFICER'S NAME and PHONE NUMBER)**.

Additionally, XYZ prohibits unlawful harassment of its employees, applicants, or independent contractors in any form.