

## **SAMPLE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

*To be used as a reference in creating your company's policy.*

*Each approved firm must have a written policy statement regarding equal employment opportunity. A sample EEO policy statement is as follows:*

[The contractor or vendor] shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. [The contractor or vendor] shall take affirmative action in accordance with the terms outlined in its proposal and the provisions of this contract to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap. Such action shall include, but not be limited to, the following: 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. [The contractor or vendor] agrees to post in conspicuous places, available to employees and applicants, notices to be provided by the city setting forth the provisions of the nondiscrimination clauses.

## **SAMPLE AFFIRMATIVE ACTION POLICY**

*To be used as a reference in creating your company's policy.*

### **I. Policy**

[The company] will have an equal employment opportunity policy. This policy should initiate or reaffirm a clear, explicit merit employment policy on hiring, upgrading, recruiting, etc.

### **II. Dissemination of Policy Within [Company]**

[The company] will maintain or initiate appropriate steps to ensure that all employees understand the company's obligation under this policy and specifically instruct supervisory personnel in their responsibilities for carrying out this policy.

### **III. Affirmative Action Program**

[The company] will maintain or initiate an Affirmative Action Program designed to ensure that there will be no discrimination on the basis of race, color, religion, sex, national origin, marital status, age or disability, etc.

### **IV. Responsibility for Program**

[The company] will designate one of its officials as equal opportunity compliance officer for executing this program.

### **V. Hiring Practices**

[The company] will maintain or initiate hiring practices designated to achieve a reasonable representation of minority and female employees at every job level.

VI. Testing

[The company] will review its testing procedures to see that they are kept up to date and reflect standard and acceptable testing practices.

VII. Recruitment Sources

[The company] will specifically notify all sources of recruitment, employment agencies, placement bureaus, colleges, universities, labor unions, etc., that it does not discriminate on the basis of race, religion, color, sex, national origin, marital status, age or disability, etc.; that the company actively solicits minority group applicants and that it will discontinue the use of sources where it appears that direct or indirect discriminatory practices exist.

VIII. Changes in Employee Status

[The company] will review all procedures relating to transfer, upgrading, downgrading and lay-off, to ensure that all such actions are taken without regard to race, religion, color, sex, national origin, marital status, age or disability, etc.

IX. Training

[The company] will cooperate with available resources in utilizing training programs designed to admit minority group members and females to regular employment with the company.

X. Suppliers and Subcontractors

[The company] shall obtain written assurance that these requirements have been read and they fully agree to this Affirmative Action Program, from all suppliers and/or subcontractors involving an expenditure requiring City Commission approval. Further, those suppliers and/or subcontractors agree to become a part of the full implementation of said program.