



### SAMPLE NONDISCRIMINATION POLICY

*With limited exceptions, any entity wishing to do business with the City of Dayton must provide documented assurance that it is taking affirmative steps to ensure equal opportunity in employment. This requirement is fulfilled by providing proof of a written policy statement affirming the entity's commitment to nondiscrimination (i.e., Equal Employment Opportunity or Affirmative Action).*

*To obtain AAA certification, an entity's written nondiscrimination policy must cover **all** of the protected classes identified in the City of Dayton's [Revised Code of General Ordinances Section 32.02](#).*

*The following statement meets the minimum requirements of the City's AAA certification program, and can be used as a template for any entity that needs to draft its own written nondiscrimination policy:*

**[NAME OF COMPANY] shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, familial status, or disability.**

*For further assistance with AAA certification requirements, please contact the HRC's Business & Technical Assistance team at (937) 333-1403.*