**[Company Logo]**

**Notification of Equal Employment Opportunity & Affirmative Action Policy**

It is the policy of **[Company Name]** to take affirmative action in affording equal employment opportunities to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status.

This includes, but is not limited to, the following:

• Hiring, placement, upgrading, 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 apprenticeship

• Layoff or termination

It is the policy of **[Company Name]** to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and any legislation on Equal Employment Opportunity.

We request the cooperation of our subcontractors, vendors and suppliers in our equal opportunity and affirmative action efforts and expect them to put in place equal opportunity and affirmative action policies as required.

Signed,

**Company EEO Manager**