

Equal Employment Opportunity Policy

For: _____
Name of agency/organization

The _____ operates under a continuous and affirmative concept of equal employment opportunity for all persons, regardless of race, color, religion, creed, age, sex, national origin or ancestry, marital status, physical or mental impairment, veteran status, or other non-merit factor. All persons are recruited, selected, placed, compensated, and otherwise treated during employment without regard to non-job-related factors.

All employees in _____ are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority. Therefore, all employees with any responsibility for personnel actions such as recruiting, screening, appointing, training, or supervising will be evaluated on the basis of their equal employment opportunity efforts.

As Appointing Authority for _____, I take full responsibility for our equal employment opportunity program, including developing, maintaining, and monitoring our activities. My personal commitment to this policy is complete. I intend that my actions and the actions of every employee in this agency will support the spirit of this policy.

Signed: _____
(Appointing Authority name) (Title) (Date)