

(Sample Format)

Equal Employment Opportunity
Policy Statement

(Company Letterhead)

(Date)

The employment policies and practices of the (insert company name) are to recruit and employ qualified job applicants without discrimination based on race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation and to treat all employees equally without discrimination because of race, creed, color, age, sex, national origin, physical or mental handicap, religion and sexual orientation. Such actions 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 (insert company name) emphasizes this policy to assure compliance to the Civil Rights Act of 1964, as amended, Presidential Executive Orders Nos. 11246 and 11357, the Connecticut Fair Employment Practices Act, and City of Hartford Ordinances, "Chapter 2, Division 10" and all other laws which pertain to Equal Employment Opportunity.

The (insert company name) recognizes that the effective application of this policy requires that certain positive steps be taken; and, it will, therefore, undertake a program of affirmative action to make known its commitment in this regard.

The (insert company name) will additionally assert its leadership within the community to achieve full employment and effective utilization of the capabilities and productivity of all persons without regard for race, creed, color, age, sex, national origin or physical or mental handicap, religion and sexual orientation.

(Signature and Title)