

The EEO Policy must be on company letterhead.
The EEO Policy must be signed by the company head and have a current date.
The EEO Policy must be posted at company offices and all job sites.
The EEO Policy must be submitted to KDOT OCR once each year.

SAMPLE
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of *(Name of Company)* not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

(Name of Company) will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

(Name of Company) will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of *(Name of Company)* are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment, on the job training or for union accommodations for qualified disabled individuals.

It is the policy of *(Name of Company)* that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided to assure privacy.

It is the policy of *(Name of Company)* to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the company EEO Officer.

EEO Officer:
Address:
Telephone:

Signed and Dated