Equal Employment Opportunity Policy

Replace each [Placeholder]. Add every characteristic protected by the state and local laws where you employ people or recruit. Federal contractors and subcontractors should add the specific statements their contracts require. Have employment counsel review before publishing.

SHORT EEO POLICY STATEMENT (FOR JOB POSTINGS AND CAREERS PAGE)

[Company Name] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status or any other characteristic protected by law. If you need a reasonable accommodation to apply or interview, contact [email or phone].

1. POLICY STATEMENT

[Company Name] provides equal employment opportunity to all employees and applicants. Employment decisions are based on job-related qualifications, performance and business needs. We do not discriminate on the basis of race, color, religion or creed, sex (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, citizenship status (where protected by law), age, physical or mental disability, genetic information (including family medical history), military or veteran status, [state and local protected characteristics, for example marital status, height and weight, hairstyle or source of income], or any other characteristic protected by federal, state or local law.

2. SCOPE

This policy applies to every aspect of employment, including recruitment and advertising, application and selection, hiring, job assignment and scheduling, compensation and benefits, training and development, promotion and transfer, performance evaluation, discipline, layoff and recall, termination, and use of company facilities and programs. It applies to all employees, managers, applicants, and, where stated in their agreements, to temporary and contract workers. It also applies to tools and vendors we use to make or support employment decisions, including assessments, background screening and automated or AI-based screening tools.

3. REASONABLE ACCOMMODATION

We provide reasonable accommodation to qualified applicants and employees with disabilities, to employees with known limitations related to pregnancy, childbirth or related medical conditions, and for sincerely held religious beliefs and practices, unless the accommodation would cause undue hardship. To request an accommodation, contact [HR contact, email and phone]. You do not need to use special words or put your request in writing. We will discuss your request with you, may ask for information that supports it where the law allows, and will respond within [number] business days. Medical information is kept confidential and separate from personnel files.

4. PAY EQUITY

We pay employees based on job-related factors such as role, skills, experience, performance and work location. We do not pay employees differently for substantially equal work because of sex or any other protected characteristic. Employees may discuss their own pay and the pay of coworkers who choose to share it, and we will not retaliate against anyone for doing so. [Add pay transparency or salary range

disclosure obligations that apply in your states.]

5. MANAGER RESPONSIBILITIES

Managers and anyone involved in hiring or employment decisions must apply this policy, use the job-related criteria and structured processes set by HR, document the reasons for decisions, and report any possible discrimination they see or hear about to [HR contact] within [one business day]. Managers may not ask applicants or employees about protected characteristics except where HR has approved the question for a lawful purpose, such as voluntary self-identification.

6. REPORTING CONCERNS

If you believe you or someone else has been treated unfairly because of a protected characteristic, report it to any of the following: your manager or any other manager; [HR contact, email and phone]; [hotline or online reporting tool, available 24 hours]; or [senior leader]. You may report anonymously through [hotline]. Applicants may contact [email]. We will look into every report promptly and impartially, keep information as confidential as possible, and take corrective action where we find this policy has been violated. Employees also have the right to contact the U.S. Equal Employment Opportunity Commission or their state fair employment agency.

7. NO RETALIATION

We prohibit retaliation against anyone who reports a concern in good faith, requests an accommodation, takes part in an investigation, or opposes conduct they reasonably believe is discriminatory. Retaliation includes firing, demotion, schedule or shift changes, exclusion, threats and other actions that would discourage someone from speaking up. Retaliation will result in discipline up to and including termination.

8. VOLUNTARY SELF-IDENTIFICATION AND DATA

We may invite applicants and employees to voluntarily self-identify their race, ethnicity, sex, disability or veteran status to meet reporting obligations and review whether our processes are fair. Providing this information is voluntary, it is kept separate from application and personnel files, and it is never used in individual employment decisions.

9. VIOLATIONS AND POLICY ADMINISTRATION

Any employee who violates this policy will be subject to discipline up to and including termination. [HR title] is responsible for administering this policy, training managers, and reviewing it at least once a year. Questions about this policy should go to [HR contact].

Effective date: [Date]. Approved by: [Name, Title].

EMPLOYEE ACKNOWLEDGMENT

I have received and read the Equal Employment Opportunity Policy, and I understand how to report a concern and request an accommodation.

Employee name: _____ Signature: _____ Date: _____