

# Equal Employment Opportunity Policy

This Equal Employment Opportunity (EEO) Policy is intended as a sample template for organizations committed to providing a workplace free from discrimination, in accordance with applicable laws.

## Policy Statement

Our organization provides equal employment opportunities to all employees and applicants for employment. Employment decisions are based on merit, qualifications, and business needs. We do not discriminate on the basis of:

- Race
- Color
- Religion
- Sex (including pregnancy, gender identity, and sexual orientation)
- National origin
- Age
- Disability
- Genetic information
- Veteran status
- Any other protected status as required by law

## Applicability

This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, compensation, benefits, training, and termination.

## Responsibilities

- Management is responsible for implementing and enforcing this policy.
- All employees are expected to comply with this policy and support an inclusive workplace.

## Reporting and Resolution

Employees who believe they have been subjected to discrimination are encouraged to report their concerns to Human Resources or management. All complaints will be investigated confidentially and addressed appropriately.

## Review

This policy will be reviewed periodically and updated to comply with applicable laws and best practices.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_