

# Equal Employment Opportunity Statement

## Purpose

[Company Name] is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other protected status in accordance with applicable federal, state, and local laws.

## Policy

Employment decisions at [Company Name] are based on business needs, job requirements, and individual qualifications. We prohibit discrimination and harassment of any kind as outlined by law.

## Scope

This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Reporting

Any employee or applicant with questions or concerns about any type of discrimination in the workplace is encouraged to bring the issue to the attention of their supervisor, manager, or Human Resources. All complaints will be investigated promptly and thoroughly.

## Commitment

[Company Name] takes affirmative action to ensure that equal employment opportunities are provided in all employment practices. We are dedicated to fostering an inclusive and respectful workplace.

This EEO statement is subject to revision as needed to comply with changes in laws and company practices.

*Reviewed and approved by HR*

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