

# Equal Opportunity Employment Clause

## 1. Policy Statement

[Company Name] is an Equal Opportunity Employer. Employment decisions are based on merit, qualifications, and abilities. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status in accordance with applicable law.

## 2. Scope

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

## 3. Commitment

[Company Name] is committed to providing a work environment that is free of unlawful discrimination and harassment. We strive to create a culture where everyone feels valued and respected.

## 4. Implementation

- All employees are expected to abide by this policy and support its implementation.
- Managers are responsible for ensuring equal opportunities are provided within their departments.
- Violations of this policy may result in disciplinary action, up to and including termination of employment.

## 5. Reporting and Resolution

Any employee who believes they have been subject to discrimination or harassment in violation of this policy should report the incident to Human Resources or their supervisor. Reports will be investigated promptly and thoroughly.

Retaliation against anyone who makes a report or participates in an investigation is strictly prohibited.

**Effective Date:** [Insert Date]

**Reviewed By:** [Insert Name/Title]