

# Equal Employment Opportunity (EEO) Commitment Policy

**Effective Date:** [Insert Date]

**Approved By:** [Insert Name or Position]

## Policy Statement

Our organization is committed to providing equal employment opportunities to all employees and applicants for employment. We foster a work environment free from discrimination and harassment and make all employment decisions based on merit, qualifications, and business needs.

## Scope

This policy applies to all employees, applicants, contractors, and interns at all locations of [Company Name].

## Policy Details

Employment decisions—including recruitment, hiring, promotion, transfer, compensation, benefits, training, and termination—will be made without consideration of:

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

## Complaint Procedure

Employees who believe they have been subjected to any form of discrimination or retaliation should report the incident to their supervisor, manager, or the Human Resources department. All complaints will be investigated promptly and appropriately.

## Non-Retaliation

Retaliation against any individual who reports discrimination or participates in an investigation is prohibited. Violators of this policy are subject to disciplinary action, up to and including termination.

## Responsibility

All employees, managers, and supervisors are responsible for upholding this EEO policy by treating others with dignity and respect and reporting any potential violations.

For questions regarding this policy, contact Human Resources at [Insert Contact Information].

