

COMPANY NAME  
COMPANY ADDRESS, PHONE ETC.

DATE:\_\_\_\_\_

PROJECT:\_\_\_\_\_

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of \_\_\_\_\_ COMPANY NAME \_\_\_\_\_ to assure that applicants are employed and that employees are treated during employment without regard to their race, religion, sex, age, color, national origin, or disability. Such action shall include: recruiting, advertising or solicitation of employment, selection, placement, transfer or promotion, rates of pay or other forms of compensation, selection for training programs, including apprenticeship, pre-apprenticeship and/or on-the-job training, treatment during employment, termination or layoff; recall where applicable.

In addition, the following items were discussed:

EEO Policy	Training Programs
Company EEO Officer	Encouraged to refer minority & female applicants
Project EEO Officer	Sexual Harassment Policy
Project Bulletin board	Drug Policy
Complaint Procedure	Safety

Furthermore, COMPANY NAME, company's Sexual Harassment, Intimidation and Coercion Policy was reviewed.

I certify that on \_\_\_\_\_ DATE \_\_\_\_\_, I attended a meeting held by my employer during which the employers' policy regarding sexual harassment, intimidation, and coercion was discussed and explained. I further certify that I understand this policy, and my rights, and that I have knowledge of the avenues of appeal open to me regarding sexual harassment, intimidation, or coercion complaints.

SIGNED: