



CITY OF CLEVELAND

Sample EEO Policy Poster Notice

City of Cleveland
Office of Equal Opportunity
Prevailing Wage Compliance
601 Lakeside Avenue, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4151 • Fax: 216.664.3870 • Email: PWcoordinator@clevelandohio.gov • Hours: 8 am to 6 pm Weekdays

You can copy this Sample Policy. It should be on your company letterhead and laminated before posted.

Equal Employment Opportunity Policy Notice

The **(Insert your COMPANY NAME)** is committed to providing a non-discriminatory employment environment for its employees.

The policy of the **(Insert your COMPANY NAME)** is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment.

Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting **(Insert your COMPANY NAME)**'s equal employment opportunity objectives.

Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated EEO Officer.

The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact:

(Insert your COMPANY'S EEO OFFICER'S NAME)
EEO Officer at **(Insert their PHONE NUMBER)** or via email **(Insert their EMAIL)**

(Insert your Company Name) is an equal opportunity employer

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Federal Law require **Federal Contractors** with contracts greater than \$10,000 to post a EEO Policy Notice in one or more conspicuous locations in the workplace