



Giving you more
than expected!



TOPIC: **Affirmative Action/Equal Opportunity Statement**

Dear Business Owner,

To ensure that you and your personnel follow a legal and respectful work environment, it is important that you provide policy and procedures to your personnel.

One of the most important policies and procedures that protects you and your personnel would include the following information:

It is federal law and this company's policy that discrimination of any kind concerning racial, background, religion, creed, national origin, color, sexual orientation and disability including sexual harassment will not be tolerated

Additional acts that cause discomfort and distress not limited to bullying, mocking, belittling & hazing will be considered just as serious.

Discriminatory acts whether experienced directly or observed create a hostile work environment, which results in a climate of apprehension & vigilance that effects individual & work team production.

Within thirty days each new hire will complete discrimination & sexual harassment awareness training.

After completion, you will be asked to sign a statement that you have completed & understand this training.

If you do not understand this training you will be asked to repeat this experience.

Anyone may discuss this further with your EAP provider who can be reached at 1-866-774-9971.

Signed,
President & CEO