

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Company Name

This is to state that it is the policy of _____ to act in accordance with all local, state and federal Equal Employment Opportunity guidelines and procedures. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws. _____ also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, City of Urbana Human Rights Ordinance and all other laws pertaining to equal employment opportunity.

_____ Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without regard to any of the protected classes found in local, state or federal E.E.O laws. _____ has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel.

ASSIGNMENT OF RESPONSIBILITY: _____ has undertaken a positive E.E.O Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's E.E.O. Program is: _____

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at _____ and copies of the policy are available to employees, vendors and/or subcontractors.

UTILIZATION ANALYSIS: _____ will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. _____ will attempt to advertise job vacancies in places where minorities and females may more likely become aware of the job openings.

GOALS AND TIMETABLES: _____ will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

SYSTEM FOR MONITORING COMPLIANCE AND RECRUITMENT OF WORKFORCE: When adding new employees _____ policy is to assure there are minorities and females in the applicant pool _____ supports EEO programs.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: _____ will monitor applicant data, employee records and job descriptions to assist in its Equal Employment efforts.

Signature

Date