**Equal Opportunity Employer Policy**

**Policy Statement:**

[Your Company Name] is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or veteran status. In addition to federal law requirements, [Your Company Name] complies with applicable state and local laws governing nondiscrimination in employment.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Diversity and Inclusion:**

[Your Company Name] values and promotes diversity and inclusion in all aspects of our business. We believe that a diverse workforce brings a variety of ideas, perspectives, and experiences that contribute to our overall success.

**Equal Employment Opportunity (EEO) Coordinator:**

[Your Company Name] has designated [Name, Title] as the Equal Employment Opportunity Coordinator. Employees and applicants seeking more information or assistance regarding EEO matters can contact [Name, Title] at [Contact Information].

**Compliance:**

[Your Company Name] will not tolerate discrimination or harassment based on any of the protected characteristics mentioned above. All employees are expected to comply with this policy, and violations will result in appropriate disciplinary action, up to and including termination of employment.

**Reporting Discrimination or Harassment:**

Employees who believe they have been subjected to discrimination or harassment should report the incident promptly to their supervisor, manager, or the EEO Coordinator. [Your Company Name] is committed to investigating all complaints promptly and taking appropriate corrective action.

**Retaliation:**

[Your Company Name] prohibits retaliation against any employee who, in good faith, reports a violation of this policy or participates in an investigation of a discrimination or harassment complaint.

**Review and Revision:**

This policy will be reviewed periodically and revised as necessary to ensure its continued effectiveness and compliance with applicable laws.

**Responsibility:**

The Human Resources department is responsible for the implementation and enforcement of this policy.

**Effective Date:**

This Equal Opportunity Employer Policy is effective as of [Date].

*Please note that you should customize this template to align with the specific practices and culture of your organization. Additionally, it's advisable to seek legal counsel to ensure compliance with applicable laws and regulations in your jurisdiction.*