

**STATE OF OHIO
AFFIRMATIVE ACTION PROGRAM**

To: All Employees

FROM: Company Name

DATE: 3/29/2010 11:04:19 AM

SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the Equal Opportunity Division to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status or veteran status is illegal.

Equal Opportunity Division managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe Equal Opportunity Division has discriminated against them may file a discrimination complaint with <Company's EEO Representative's Name>. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

Company's EEO Representative:

Location: Company Address

Phone Number: Company Phone

E-Mail Address: