

# EQUAL EMPLOYMENT OPPORTUNITY

## Policy:

It is the policy of XYZ to provide equal opportunity in employment to all associates and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, or military status.

## Comment:

(1) This policy applies to all terms, conditions, and privileges of employment and all policies of the Company, including hiring, introductory period, training, orientation, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.

(2) AVAILABLE UPON PURCHASE

(3) The Executive responsible for human resources AVAILABLE UPON PURCHASE

(a) Assisting management in collecting and analyzing employment data  
AVAILABLE UPON PURCHASE

(b) AVAILABLE UPON PURCHASE

(c) AVAILABLE UPON PURCHASE

(d) AVAILABLE UPON PURCHASE

(e) Assisting management personnel in arriving at solutions to specific personnel problems;

(f) AVAILABLE UPON PURCHASE

(g) Keeping management informed of the latest equal employment opportunity developments.

(4) AVAILABLE UPON PURCHASE

(5) While overall authority for implementing this policy is assigned to Human Resources,  
AVAILABLE UPON PURCHASE