

(Replace all red information using your Agency information)

NON-DISCRIMINATION POLICY

The (agency name) _____ is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the _____ commits itself to the attached Non-Discrimination policy.

- The _____ has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The _____ will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The _____ will post our Equal Opportunity Policy Statement. This policy is available on the _____ Employee Intranet: [https://\(agency website\)](https://(agency website))) and on the bulletin board in the main lobby of the _____ Building, located at (agency address) _____ as well as on bulletin boards in other _____ facilities.
- All employment announcements shall include the phrase:
“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”

As Director of the _____, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, (agency personnel name) _____ shall serve as the Equal Opportunity Administrator for the _____. (Agency personnel name) _____ may be contacted at (agency contact phone number) _____ and (proper agency personnel email address) _____.

Director

Date

Any employee who has any questions or concerns about this policy should talk with the (Agency personnel name) _____ at (Agency contact phone number) _____ or the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp>, 602-542-3711.

- USE agency letterhead
- ATTACH agency's non-discrimination policy
- ATTACH agency org chart to pinpoint EO team operations
- ATTACH EO contact(s) information