

# NOTICE

To: Employees, Applicants for Employment and Potential Employees

From: \_\_\_\_\_  
(Firm Name)

Subject: Project No. \_\_\_\_\_  
Equal Opportunity Policy

It is the operating policy of this company to afford all persons equal employment opportunity without regard to their race, color, religion, sex, national origin, age or disability. The following is our company policy:

It is the policy of this company to assure that applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion (including reasonably accommodating an employee's religious practices where the accommodation does not impose undue hardship), sex (including pregnancy and sexual harassment), age, disability, or national origin. Such action shall include: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

We also encourage the use of available training programs and will be happy to advise upon what programs are available, the entrance requirements for each, as well as assisting in applying for or entering such programs. Any supervisor will be happy to discuss the training program with you.

All present employees are requested also to encourage minorities and women to make application for employment with this company or to apply for training under available programs.

\_\_\_\_\_  
(Name/Company Chief Officer)

\_\_\_\_\_  
(Title)

Any complaint of alleged discrimination by this company, its supervisors or employees, or any person or organization acting on behalf of the company should immediately be called to the attention of:

Company EEO Officer:

Project EEO Representative:

\_\_\_\_\_  
(Name)

OR

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

OR

\_\_\_\_\_  
(Phone Number)

or contact: **Civil Right Program, South Dakota Department of Transportation**  
**700 East Broadway Ave., Pierre, SD 57501-2586, Phone 605-773-3540 (24hrs)**