



Long Island Center *for* Nonprofit Leadership

at ADELPHI UNIVERSITY

Sample Affirmative Action/Equal Employment Opportunity Policy Statement

It is the policy of the **(INSERT NAME OF YOUR ORGANIZATION)** to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status.

The **(INSERT NAME OF YOUR ORGANIZATION)** is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the **(INSERT NAME OF YOUR ORGANIZATION)** to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed. Further, it is the policy of the **(INSERT NAME OF YOUR ORGANIZATION)** to provide reasonable accommodation for religious observers.

The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, reassignment and promotions. The **(INSERT NAME OF YOUR ORGANIZATION)** designated person for issues concerning Affirmative Action/Equal Employment Opportunity is **(INSERT NAME, ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS)**.