**(Agency Name) NON-DISCRIMINATION POLICY**

In recognition of its legal and moral obligations, the (Agency Name) hereby commits itself to a policy of non-discrimination as follows:

* The (Agency Name) shall not discriminate on the basis of race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions, and special assignments.
* All (Agency Name) management personnel shall actively support recruitment and career development programs to ensure equitable representation of individuals on a nondiscriminatory basis, in all job categories and pay grades.
* The (Agency Name) shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile, and offensive working environment. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination. (AGENCY NAME) prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
* The (Agency Name) will post the Non-Discrimination Policy throughout departmental facilities, and communicate electronically either by email and/or by posting on employee-facing websites/intranet pages, as appropriate.
* All written bid announcements, requests for proposals, employment announcements, requests for applications, program brochures, literature, and general solicitations shall include the phrase:

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

The (Agency Name) is committed to ensuring that all its employees can work in an environment free from harassment, discrimination, and retaliation.

As Director of the (Agency Name), I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Plan throughout all levels of the Department, (Name of Equal Opportunity Administrator) shall serve as the Equal Opportunity Administrator for the (Agency Name, telephone number, and email address).

This policy is accessible to employees at (website address and physical location/s within agency).

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(Name of Agency Director and Title) Date

Any employee who has any questions or concerns about this policy should talk with the (Agency Contact) at (telephone number) or the Governor's Office of Equal Opportunity, [http://eo.azgovernor.gov](http://eo.azgovernor.gov/), 602-542-3711.