[Company Letterhead]

Sample Equal Employment Opportunity Policy Acknowledgement Form

I confirm that I have received a copy of the Company’s Equal Employment Opportunity (EEO) Policy and EEO Program implementation procedures as outlined in the company handbook, company newsletter, or in a stand-alone document reviewed with me in person.

I have read this policy and understand the company’s EEO program and procedures. I understand that it is my responsibility to be aware of and abide by the spirit and intent of this EEO Policy, which is part of the company’s contractual responsibilities.

I also understand that if I have questions about this policy, it is my responsibility to seek clarification from my supervisor and/or the Company’s EEO Officer.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_