

To: Human Resources Assistant
From: CEO, MIZAR Marketing, Inc.
Date: 11/01/17
RE: Race and Gender Bias in Hiring



We have been informed by the Federal Communications Administration that we must prepare and publish an Equal Employment Opportunity Statement (EEO). This statement will be posted on our website and included in annual reports to the Internal Revenue Service.

Please prepare a draft EEO for MIZAR Marketing, Inc. The statement needs to cover age, color, sex, disability, national origin, race, religion, and veteran status.

You will want to look at model EEOs, select and edit one of these to fit our corporation. You must provide a citation for the model EEO and include a copy of that EEO along with your proposal.

Please contact me if you have any questions.