

Record of Supervisory and Office Personnel EEO Meeting Or Individual Orientation

1. COMPANY NAME:	2. PROJECT NUMBER:
3. DATE OF MEETING (MM/DD/YY):	4. NAME OF EEO OFFICER:
5. CHECK TYPE OF MEETING:	6. ADDRESS WHERE MEETING WAS HELD:
<input type="checkbox"/> Individual Orientation <input type="checkbox"/> EEO Meeting	

7. EEO OFFICER'S CERTIFICATION:
<p>The signature of this Company's EEO Officer is certification that an individual orientation or meeting was held with supervisory personnel and others involved in personnel matters to address all aspects of our equal employment opportunity (EEO) obligations. The major topics were addressed and a signed attendance record was made.</p>
SIGNATURE: _____, EEO Officer

8. MAJOR TOPICS ADDRESSED:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> EEO Policy & Affirmative Action Plan <input type="checkbox"/> Identification of EEO Officer <input type="checkbox"/> Equal Employment Opportunity and Recruitment </div> <div style="width: 45%;"> <input type="checkbox"/> ADA Policy & Reasonable Accommodations <input type="checkbox"/> Discrimination Complaint Process <input type="checkbox"/> Bulletin Boards </div> </div>

9. ATTENDEES:	
PRINTED NAME AND TITLE	SIGNATURE