

New Regulatory Requirements for Online Career Pages

Pursuant to *Executive Order 13672*, effective April 8, 2015 contractors must include sexual orientation and gender identity in the company EEO tag line on all job postings *only* if the tag line lists *all* of the protected categories. Please ensure your company is using one of the examples below.

"We are an AA/EEO/Veterans/Disabled Employer."

Or

[Contractor] is an Equal Employment Opportunity (EEO) employer. It is the policy of the Company to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

Career Page Requirements

Government affirmative action regulations require Federal contractors and subcontractors to provide reasonable accommodations to applicants. In addition, a Federal contractor's EEO policy and the Equal Employment Opportunity Commission's *EEO is the Law* poster should be disclosed and accessible to all applicants. Since the regulations do not specifically spell out how contractors are to comply with these requirements, we suggest including the two paragraphs shown below on your website career page. Whether a Federal contractor/subcontractor has adequately displayed this language becomes particularly critical during audits because compliance officers are now taking time to personally review contractor career pages during audits.

The link to the *EEO is the Law* poster is: www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf
We recommend saving this to .pdf format and creating a web page for it on your company website so that applicants or other visitors to your website are not diverted to the U.S. Department of Labor's website in the middle of the application process.

[ABC Company] endeavors to make reasonable accommodations for applicants with disabilities and disabled veterans pursuant to applicable federal and state law. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process or are limited in the ability or unable to access or use the online application process and need an alternative method for applying, please contact Human Resources at [(000) 000-0000] or send an e-mail to [hr@abccompany.com] with your specific accommodation request.

[ABC Company] is committed to creating a diverse environment and is proud to be an equal opportunity employer. Please see our equal employment opportunity (EEO) policy located [here](#) [link to your EEO policy]. If you would like more information about your EEO rights under the law, please click [here](#).