

## Appendix G: Sample Notice to Unions

Contractors subject to OFCCP's equal opportunity clauses also have a duty to notify labor unions that they are bound by their federal contracts and committed to take affirmative action to employ and advance in employment, and not discriminate against applicants and employees protected by the covered bases of Executive Order 11246, Section 503, and VEVRAA. The below is a sample notice that would satisfy this OFCCP requirement.

**“[Insert company]** is bound contractually by the terms of Executive Order 11246, Section 503 of the Rehabilitation Act, and the Vietnam Era Veterans’ Readjustment Assistance Act. Together, these laws require [insert company] to not discriminate and take affirmative action to treat applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and status as a protected veteran. Executive Order 11246 also prohibits discharging or in any other manner discriminating against an applicant or employee for discussing, disclosing or inquiring about compensation or compensation information, with limited exceptions. Attached is the EEO is the Law Poster, the EEO is the Law Poster Supplement, and the Pay Transparency Nondiscrimination Provision which [insert contractor] uses to provide notice of these rights to applicants and employees.”