



Blue Star Design
Affirmative Action Program, State of Ohio
For State of Ohio Fiscal Year 2016

TO: All Employees
FROM: Julia Briggs
DATE: 04/21/2015
SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of Blue Star Design, LLC to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status, or veteran status is illegal.

Blue Star Design, LLC managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe Blue Star Design, LLC has discriminated against them may file a discrimination complaint with Julia Briggs. The EEO Representative has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:
Company's EEO Representative: Julia Briggs, CEO / Creative Officer, Blue Star Design
Location: 4164 Lorain Avenue, Cleveland, Ohio 44113
Phone Number: 216-334-1312 x2734
E-Mail Address: julia@bluestar-design.com

Kind Regards,



Julia Briggs
CEO / Creative Officer