



**EEO MD-715 POLICIES/WRITTEN PROGRAM COMPLIANCE CHECKLIST  
SAN FRANCISCO DISTRICT FY 09**

<b>Manager/Postmaster/SMDO &amp; Facility/Tour Information</b>			
Name		Title	Date
Name and Location of Facility/*Plant		Tour	Facility Phone #
			P/L(s)

<b>POLICIES</b>	Date & name of the person who conducted the Stand-up talk with employees	Date and location policies/written programs are posted
EEO Policy Statement		
Policy on Sexual Harassment		
Policy on Sexual Harassment		
Statement on Sexual Orientation, Gender Identification & Gender Stereotyping		
Zero Tolerance Policy		
Diversity Policy		

<b>WRITTEN PROGRAMS</b>	Date & name of the person who conducted the Stand-up talk with employees	Date and location policies/written programs are posted
Poster 72-EEO Process		
Poster 159-Workplace Harassment		
Poster 315-Reasonable Accommodation		
REDRESS Poster		
NO Fear Act Notice		

I certify that the stand-up talks have been conducted for each policy and written program. That the policies and written programs have been posted on the employee bulletin board.

Manager:	Date:
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No picture required (Less than 10 employees)
  Picture submitted FY 08/All policies and written programs posted.

**Please mail a copy of this form to: Jose A Nuno, Diversity Specialist, PO Box 884210, San Francisco CA 94188-4210**  
**By COB: 3/30/09**

The MD 715 policies and written program material can be found on the San Francisco [Diversity web site](#)

\*The Plant may designate one bulletin board for all three tour employees