

## EXAMPLE OF 12B COMPLIANT MEMORANDUM TO EMPLOYEES

*[COPY THE TEXT BELOW THIS LINE AND COPY IT ONTO YOUR BUSINESS LETTERHEAD]*

To: All [Business Name] Employees  
From: [Business Representative Name, Title]  
Re: Domestic Partner Benefit Policy  
Date: [Date]

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[Business Name] does not discriminate based on the following protected categories:

Race, Color, Creed, Religion, National Origin, Ancestry, Age, Sex, Sexual Orientation,  
Gender identity/Gender expression (including transgender status), Domestic Partner status,  
Marital status, Disability, AIDS/HIV status, Height, Weight

[Business Name] offers the following employee benefits equally to employees with spouses and employees with domestic partners, and to the spouses and domestic partners of such employees [List all benefits provided by the business and delete all other benefits]:

- Health Insurance - *[List each carrier]*
- Dental Insurance - *[List each carrier]*
- Vision Insurance - *[List each carrier]*
- Retirement - *[List each type of plan, for example, Pension, 401(k), 403(b), Simple IRA]*
- Bereavement Leave
- Family Leave
- Parental Leave
- Employee Assistance Program
- Relocation and/or Travel
- Business Discount, Facilities & Events
- Credit Union
- Child Care
- Dependent Life Insurance - *[List each carrier]*
- Short Term and/or Long-Term Disability Insurance - *[List each carrier]*
- Accidental Death & Dismemberment Insurance – *[List each carrier]*

Domestic partners are defined as couples who are registered with any state or local government domestic partner registry. Domestic partners may be same-sex or different-sex couples. Any requirements for proof of relationship and waiting periods are applied equally to domestic partnerships and marriages. Domestic partner registry certificates are fully equivalent to marriage certificates.