



Blue Star Design  
Affirmative Action Program, State of Ohio  
For State of Ohio Fiscal Year 2025

TO: All Employees  
FROM: Julia Briggs  
DATE: 07/01/2024  
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:  
EEO Representative: Julia Briggs, CEO / Chief Creative Officer, Blue Star Design, LLC  
Location: 2949 Scranton Rd, Cleveland, Ohio 44113  
Phone Number: 216-375-2277  
E-Mail Address: [julia@bluestar-design.com](mailto:julia@bluestar-design.com)

Kind Regards,

Julia Briggs  
CEO / Chief Creative Officer