

EQUAL EMPLOYMENT OPPORTUNITY POLICY

BAY METROPOLITAN TRANSPORTATION AUTHORITY, a public corporation, formed under P.A. 55 of 1963, hereby sets forth an "Equal Employment Opportunity Policy" to be observed by BMTA and its employees.

BMTA is committed to personnel employment policies which assure, to the maximum extent possible, that opportunities for employment are available to all qualified persons without regard to race, color, religion, national origin, sex, age, height, weight, marital, military or veteran status, familial status, sexual orientation*, or mental or physical disability. For purposes of this policy, mental or physical disability means a disability unrelated to a person's ability to perform the essential duties of a particular job or position, with or without reasonable accommodation.

Therefore, the policy of BMTA is to:

- (1) Recruit, hire, and promote all job classifications without regard to race, color, religion, national origin, sex, age, height, weight, marital, military or veteran status, familial status, sexual orientation, or mental or physical disability.
- (2) Base decisions on employment so as to further the principles of equal employment opportunity ("EEO").
- (3) Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) Insure that all personnel action such as compensation, benefits, upgrades, demotions, terminations, layoffs, return from layoff, selection for training, including apprenticeship, pre-apprenticeship, and on-the-job training, education, social and recreation programs will be administered without regard to race, color, religion, national origin, sex, age, height, weight, marital, military or veteran status, familial status, sexual orientation (subject to limitations in federal or state law), or mental or physical disability.
- (5) Insure that BMTA's contractors are committed to EEO for all persons, as required by federal and state law.
- (6) Insure that all management personnel share responsibility in a commitment to EEO and are assigned specific tasks and given regular training to assure that compliance is achieved.
- (7) Insure that applicants and employees have the right to file complaints alleging discrimination with BMTA's Equal Employment Opportunity Officer.

- (8) Insure that performance by managers, supervisors, and other employees will be evaluated in the success of the EEO program the same way as their performance is measured on the attainment of other agency goals.
- (9) Be committed to the philosophy that successful achievement of EEO goals will provide benefits to BMTA through fuller utilization and development of previously under-utilized human resources.

In accordance with federal executive orders and regulations, BMTA will monitor EEO compliance through workforce analysis of major job categories. BMTA will seek to attain a workforce which draws upon the pool of qualified applicants who are available for hire. BMTA will ensure that recruitment efforts will reach a diverse pool of candidates for all levels of the organization.

BMTA has designated BMTA's Human Resources Manager as the Equal Employment Opportunity Officer and Civil Rights Officer of this agency to direct the establishment of and to monitor the implementation of personnel procedures to guide our affirmative action program. The Human Resources Manager is charged with designing and implementing audit and reporting systems that will keep the Authority informed on a regular basis of the status of the equal employment opportunity area.

The Human Resources Manager is authorized and directed to establish further administrative policies and procedures to implement this Equal Employment Opportunity Policy and maintain compliance with state and federal law, including grant and procurement requirements.

This policy will be executed by the General Manager of BMTA, circulated within the organization and be made available to the public upon request.

Eric Sprague, General Manager

Date: 10/01/2016

Cathy Wozniak, Human Resources Manager

Date: 10/01/2016