

## PVTA POLICY STATEMENT: COMMITMENT TO EQUAL OPPORTUNITY

The Pioneer Valley Transit Authority (PVTA) is committed to the concept and practice of Equal Employment Opportunity for all persons. Therefore, all employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment are administered without regard to race, color, creed, national origin, religion, age, sex, marital status, political or union affiliation, or disability. PVTA will not discriminate in its employment practices or employment policies on the basis of race, color, creed, national origin, religion, age, sex, marital status, political or union affiliation, or disability.

PVTA is committed to undertake an Affirmative Action Program including goals and timetables, in order to overcome the effects of past discrimination affecting minorities and women.

PVTA will not maintain or tolerate facilities which are unlawfully segregated on the basis of race, color, creed, national origin, religion, age, sex, marital status, gender identity, political or union affiliation, or disability.

PVTA has assigned overall responsibility for ensuring Equal Employment Opportunity and Non discrimination in employment policies and practices (and if needed, Affirmative Action) to the Manager of Transit Operations & Planning/ EEO Officer. The EEO Officer is also responsible for the implementation of PVTA's EEO Program and overseeing all activities related to the implementation of its EEO Program.

PVTA will make all of its personnel aware that each member of management, from the head of the organization to the front line supervisor, has the responsibility to give the non-discrimination policy announced in its Affirmative Action Program full support through inspirational leadership and personal example. In addition, PVTA will make all of its contracted transportation service providers (contractors) aware of its policies and practices of non-discrimination in employment.

PVTA management shares in this responsibility and will be assigned specific tasks to ensure that compliance is achieved.

Areas of responsibility may include, but is not limited to: assisting in identifying problem areas and establishing organizational and departmental goals and objectives; being actively involved with local minority organizations and community service programs designed to promote equal employment opportunity; participating actively in periodic audits of all aspects of employment in order to identify and remove barriers to achieving specified goals and objectives; participating as EEO committee members to ensure organizational policies and procedures are being followed; reviewing the qualifications of all employees to ensure that minorities, handicapped persons, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation; participating in the review and/or investigation of complaints alleging discrimination; conducting and supporting career counseling for all employees; participating in periodic audits to ensure that each department is in compliance (e.g., EEO posters are properly displayed on all employee bulletin boards);

adhering to the employment policy and procedure to ensure compliance with our own EEO Policy and EEO Program.

The performance of managers and supervisors will be evaluated on the success of the Affirmative Action Program the same way their performance regarding other PVTA goals is evaluated. PVTA will inform every employee that it is his or her personal duty to help create an environment which is conducive to non-discrimination and equal employment opportunity.

Applicants and employees have the right to file complaints alleging discrimination with the following: (1) PVTA's Deputy Administrator of Operations/ EEO Coordinator at (413) 732-6248; (2) The Massachusetts Commission Against Discrimination ("MCAD") Boston Office: One Ashburton Place, Room 601, Boston, MA 02108, (617) 727-3990. Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145. Worcester Office: 22 Front Street, Fifth Floor, PO Box 8038, Worcester, MA 01641, (508) 799-6379; (3) The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200; or (4) Civil Rights Officer at the Federal Transit Administration's Office of Civil Rights, 5th Floor TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590, Region I Office Phone: (617) 494-2055, Fax: (617) 494-2865.

The successful achievement of EEO goals will provide benefits to the Pioneer Valley Transit Authority and its contracted service providers of fixed-route and paratransit services through fuller utilization and development of previously underutilized human resources.