

Springfield Area Transit Company (SATCo)

STATEMENT OF POLICY: COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

Springfield Area Transit Company (SATCo) is committed to the concept and practice of Equal Employment Opportunity for all persons. Therefore, all employment actions, including but not limited to recruitment, recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation, and treatment of employees will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class. SATCo will not discriminate in its employment practices or employment policies on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class.

SATCo is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures, with goals and timetables, to which the Company is committed, and shall make the EEO Program available for inspection by any employee or applicant for employment upon request.

SATCo has assigned overall responsibility for ensuring Equal Employment Opportunity and Non-discrimination in employment policies and practices (and if needed, Affirmative Action) to the Director of Operations / EEO Officer, 665 Cottage Street, Springfield, MA 01104, Phone: (413) 732-2161. The EEO Officer is also responsible for developing, implementing, and monitoring SATCo's own EEO Program and reports directly to the General Manager.

Applicants and employees have the right to file complaints of alleged discrimination with the following:

(1) SATCo's Director of Operations/ EEO Officer at (413) 732-6248; (2) The Massachusetts Commission Against Discrimination ("MCAD") Boston Office: One Ashburton Place, Room 601, Boston, MA 02108, Phone: 617-994-6000 TTY: 617-994-6196. Springfield Office: Springfield, MA 01103, 436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103, (413) 739-2145; Worcester Office: 484 Main Street, Worcester, MA 01608, (508) 453-9630; (3) The United States Equal Employment Opportunity Commission ("EEOC") JFK Federal Building, 15 Sudbury Street, Room 475, Boston MA 02203, Phone: (800) 669-4000, TTY: (800) 669-6820, ASL Video: (844) 234-5722, EEOC URL address: <https://public.portal.eeoc.gov/portal/>; or (4) Civil Rights Officer at the Federal Transit Administration's Office of Civil Rights, Federal Transit Administration Office of Civil Rights, EEO Officer, 1200 New Jersey Avenue, SE, Washington, DC 20590, Region I Office Phone: (888) 446-4511.

SATCo strictly prohibits and will not tolerate any act of retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity.

SATCo is committed to provide reasonable accommodation to applicants and employees, who need them because of a disability, or to practice or observe their religion, absent undue hardship.

SATCo 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 and 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 EEO Program full support through inspirational leadership and personal example. SATCo's management and supervisory personnel share in this responsibility and will be assigned specific tasks to ensure that compliance is achieved. The performance of managers, supervisors and others shall be based on the success of the EEO Program in the same manner performance related to other agency programs is evaluated.

The successful achievement of EEO goals will provide benefits to Springfield Area Transit Company and to the Pioneer Valley Transit Authority through fuller utilization and development of previously underutilized human resources.