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| <b>Title:</b>       | Equal Employment Opportunity Policy       |
| <b>Number:</b>      | 307                                       |
| <b>Effective:</b>   | January 1, 2025                           |
| <b>Cancel:</b>      | Resolution No. 2017-16                    |
| <b>Updated:</b>     | December 11, 2024                         |
| <b>Prepared by:</b> | Haley Dorian, HR Manager                  |
| <b>Approved by:</b> | Authority Board<br>Resolution No. 2020-45 |

## **POL-307 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

This policy applies to all Mason Transit Authority (MTA) employees, Authority Board, Advisory Board or agents.

### **1.0 Purpose**

The purpose of this policy is to ensure equal employment opportunities are non-discriminatory and comply with all applicable laws.

### **2.0 Policy**

MTA has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

MTA'S Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. 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 is strictly prohibited and will not be tolerated.

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

MTA's General Manager, Amy Asher, maintains overall responsibility and accountability for MTA's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, Haley Dorian, HR Manager, has been appointed as MTA's EEO Officer. The HR Manager will report directly to the General Manager and acts with authority with all levels of management, labor unions and employees. The EEO Officer can be contacted by phone at 360-432-5723 or by email [hdorian@masontransit.org](mailto:hdorian@masontransit.org).



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All MTA executives, management and supervisory personnel share in the responsibility for implementing and monitoring MTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. MTA will evaluate its managers' and supervisors' performance on their successful implementation of MTA's policies and procedures, in the same way MTA assesses their performance regarding other agency's goals.

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

The policy includes all aspects of the Equal Employment Opportunity and Affirmative Action Program attached herein.

### **3.0 Discipline of Prohibited Acts**

All employees are expected to comply with this Equal Employment Opportunity Policy.

Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting the equal employment opportunity objectives.

MTA prohibits unlawful harassment of its employees, applicants, or independent contractors in any form.

Violations of this policy will be subject to discipline, up to and including termination.

### **4.0 Reporting**

Any employee who believes he or she has been discriminated against must immediately report any incident to MTA's designated EEO Officer. MTA will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.