To: All Employees and Employment Applicants Date: Tuesday, September 4, 2012

From: David J. Armijo, General Manager

Subject: Statement of Policy - Equal Employment Opportunity

Alameda-Contra Costa Transit District (“AC Transit”) is committed to equal employment opportunity to all employees and employment applicants. AC Transit will not tolerate unlawful employment discrimination, including sexual or other forms of harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, ancestry, medical condition, marital status, family medical leave status, pregnancy or sexual orientation.

AC Transit is committed to providing a work environment free from all forms of unlawful employment discrimination, including sexual and other forms of harassment. The District’s Board Policy 202, entitled Equal Employment Opportunity (EEO) and Affirmative Action (AA) Policy, governs all employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, benefits, training and any other terms, conditions and privileges of employment. This policy is provided on AC Transit’s external website [www.actransit.org/careers](http://www.actransit.org/careers) and intranet.

Furthermore, AC Transit is committed to undertaking affirmative action programs including setting goals and timetables in order to overcome the effects of past discrimination on minorities and women. These programs will include identifying jobs where there is an underutilization of minorities and woman in relation to their availability on the relevant labor market, and setting goals and timetables for remedying these deficiencies.

The General Manager has delegated Sherri A. Stokes to serve to serve as AC Transit’s Equal Employment Opportunity Compliance Officer/Program Manager. Ms. Stokes is responsible for overseeing and carrying out the development and implementation of the FTA /Civil Rights Equal Employment Opportunity (EEO) Compliance Program and Plan as part of the General Manager’s Office.

All management personnel are responsible for implementing AC Transit’s EEO programs. This responsibility includes being tasked with taking all necessary steps to prevent and correct unlawful employment discrimination, including but not limited to ensuring that employees are informed of AC Transit’s EEO policy and immediately reporting any and all complains of unlawful discrimination. The performance of managers, supervisors and other designated personnel will be evaluated on the success of the EEO program in the same way as their performance is evaluated on other goals.

Employees and applicants for employment who allege discrimination have the right to file complaints with any supervisor or manager, or directly with the EEO Officer. These complaints shall be made to the EEO Compliance Program Office who is committed to ensuring fair and equitable treatment of such allegations and can be contacted at (510) 891-4848 or via email at [sstokes@actransit.org](mailto:sstokes@actransit.org). This information is also on the website, internet along with instructions and complaint form plus posted in each lunch room at each worksite.

Achieving AC Transit’s EEO goals will allow this agency to capitalize on previously underutilized human resources. I personally support AC Transit’s EEO program and believe the daily employment decisions made by this agency will reflect AC Transit’s commitment to the spirit and intent of equal employment opportunity and affirmative action. Employees and/or applicants have the right to file complaints alleging discrimination.

DJA: SS: sas