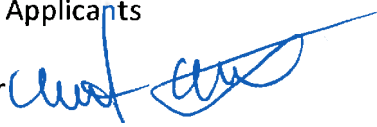




---

Alameda-Contra Costa Transit District

TO: All AC Transit Elected Officials, Board Officers, Employees, Temporary Employees, Volunteers, Paid and Unpaid Interns, Consultants, Vendors, Contractors and Job Applicants

FROM: Mike Hursh, General Manager 

SUBJECT: Policy Statement and Restatement of Commitment to Equal Employment Opportunity (EEO)

DATE: Thursday, March 01, 2018

AC Transit is an equal opportunity employer, and our organizational culture fosters inclusiveness, by maintaining a diverse workforce reflective of the multi-cultural and diverse communities it serves.

Part of maintaining a work environment free from employment discrimination and harassment rests on the fundamental principles that we must treat each employee and all others with respect, dignity, and professionalism, as well as equitably under the guidelines of our EEO Policies and Programs.

AC Transit will not tolerate unlawful exclusion from employment opportunities based on race; religious creed (including religious dress and grooming practices); color; national origin (including language use restrictions); ancestry; disability (mental and physical) including HIV and AIDS. Medical condition (including cancer and genetic characteristics); genetic information; marital status; sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding). Gender, including gender identity and gender expression; age; sexual orientation; military or veteran status; denial of leave under the federal Family and Medical Leave Act, California Family Rights Act, and California Pregnancy Disability Leave law; and any additional protected classes.

AC Transit has developed and periodically updates a written nondiscrimination program that set forth the District's EEO policies, administrative regulations, and procedures, with goals and timetables, to which this agency is committed. The EEO Program is available for inspection by any employee or applicant for employment upon request. It is also available on the District's website.

As AC Transit's General Manager, I maintain overall responsibility and accountability for AC Transit's EEO policies and programs. However, all AC Transit executives, management, and supervisory personnel share in the responsibility and accountability for AC Transit's EEO Policy and Program within their respective areas and will be assigned a specific task to ensure compliance.

To ensure day-to-day EEO management, including preparation, monitoring, and complaint investigation, I have appointed Sherri A. Stokes, AC Transit's EEO Officer. Please feel free to contact her at 510-891-4848 or via email at [stokes@actransit.org](mailto:stokes@actransit.org). Sherri reports directly to me and acts with my authority with all levels of management, labor unions, and employees.

AC Transit will evaluate its managers and supervisors performance on their successful implementation of AC Transit's EEO policy and administrative regulation, in the same way, AC Transit assesses their performance regarding other agency goals.

AC Transit's Equal Employment Opportunity (EEO) policies and administrative regulations apply to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, and rates of pay or other forms of compensation. This Policy applies to all District locations, as well as to all District-sponsored activities, such as training, social, or other events; whether held at a District facility or other location(s).

Absent undue hardship, AC Transit will provide reasonable accommodation to applicants and employees who need accommodation(s) because of a disability or to practice/observe their religion.

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.