



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: Michael Hursh, General Manager *Michael Hursh*

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

DATE: January 24, 2022

Alameda-Contra Costa Transit District 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 other with respect, dignity, and professionalism, as well as equitably under the guidelines of our Equal Employment Opportunities (EEO) Program.

The District will not tolerate unlawful exclusion from employment opportunities or harassment based on race, color, religion, religious creed (including religious dress and grooming practices), national origin (including language use restrictions), ancestry, citizenship, physical or mental disability (including HIV and AIDS). Medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, denial of leave under the Federal Family and Medical Leave Act (FMLA), California Family Rights Act, and California Pregnancy Disability Leave Law, domestic violence victim status, political affiliation, and any other status protected by state or federal laws.

Applicants and employees who believe they have been discriminated against, harassed, or retaliated against may file a complaint. The District will also not tolerate retaliation against any employee or applicant who brings a good faith complaint regarding a violation of our EEO Policies, Regulation, or the law or participates in an investigation of a complaint.

The District has developed and periodically updates a written program that sets forth the District's EEO policies, administrative regulations, and procedures, with goals and timetables, to which it is committed. The EEO Program, which is outlined in Board Policies 201 and 213 and Administrative Regulation 213A, is available for inspection by any employee or applicant for employment upon request. It is also available on the District's website.

The District's EEO Policies and Administrative Regulation 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. The Policies and Regulation apply 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 elsewhere.

As the District's General Manager, I maintain overall responsibility and accountability for compliance with our EEO Program. However, all District's executives, managers, and supervisors share in the responsibility and accountability for compliance with the EEO Program within their respective areas. A successful implementation of the District's EEO Program is one of the measures of our managers' and supervisors' performance.

To ensure day-to-day management of the EEO Program, including training, monitoring, and complaint investigations, I have appointed Cera Clark as the EEO Program Administrator. Please feel free to contact her at 510-891-4848 or via email at cclark@actransit.org. Cera reports to the Director of Civil Rights and Compliance and acts with my authority with all levels of management, labor unions, and employees.