

San Mateo County
TRANSIT DISTRICT

Equal Employment Opportunity Policy

The San Mateo County Transit District (the District) 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, ancestry, medical condition, marital status, family medical leave status, or other protected class.

The District's Equal Employment Opportunity (EEO) policy and the Affirmative Action Plan (AAP) applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rate 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. The Office of Civil Rights (OCR) takes reports of discrimination and harassment seriously. Complaints will be investigated thoroughly. If you believe there has been an act of discrimination, harassment, or a violation of the EEO Policy, please contact the Office of Civil Rights EEO Administrator or Deputy Director of Civil Rights at eeoadministrator@samtrans.com. This position reports to and is directly responsible to the General Manager/CEO regarding the District's EEO Program and cases involving discrimination. Further, OCR is responsible for ensuring that EEO/AAP policies and procedures are implemented and adhered to.

The District 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.

As the District's General Manager/CEO, I maintain overall responsibility and accountability for the District's compliance with its' EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Wendy Lau, Deputy Director, Office of Civil Rights as the District's EEO Officer. Wendy Lau is responsible for overseeing and carrying out the development and implementation of the FTA's Civil Rights EEO Compliance Program and Plan as part of the General Manager's Office.

All the District's executive management, supervisory personnel, however, share in the responsibility for implementing and monitoring the District's EEO Policy and Program within their

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respective areas and will be assigned specific tasks to ensure compliance is achieved. The District will evaluate its managers' and supervisors' performance on their successful implementation of the District's policy and procedures, in the same way the District assesses their performance regarding other agency's goals.

The District 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 to any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Signature

April Chan, General Manager/CEO



Date