

**Agency Name**  
**Transit Policies and Procedures**

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Subject</b>        | Equal Employment Opportunity Program |
| <b>Section</b>        | Agency Information                   |
| <b>Effective Date</b> |                                      |
| <b>Approved By</b>    |                                      |
| <b>Approval Date</b>  |                                      |

**Purpose**

Adopt a program that defines how the transit agency allows equal employment opportunity in its purchasing and programs as defined in the Federal Transit Laws, 49 U.S.C. 5332(b).

**Definitions**

*(EEO) Equal Employment Opportunity: A government policy that requires that employers do not discriminate against employees and job applicants based upon certain characteristics, such as age, race, color, creed, sex, religion, and disability.*

**Procedure**

Develop a policy statement and program that explains how the transit agency will not discriminate against job applicants due to age, race, color, creed, sex, religion, or disability.

If your transit organization is part of a larger organization, the EEO Program may tie in with their program.

**Responsibilities**

The Transit Director and the Governing Board are responsible for compliance with this policy.

**Example**

*EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT:*

*It is the policy of AGENCY NAME not to discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.*

*AGENCY NAME will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.*

*AGENCY NAME will continue to make it understood by the employment entities with which it deals and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.*

*All current employees of AGENCY NAME are requested to encourage qualified disabled persons, minorities, special disabled veterans, and Vietnam Era veterans to apply for employment, on the job training, or for union accommodations for qualified disabled individuals.*

*It is the policy of AGENCY NAME that all company activities, facilities, and job sites are nonsegregated. Separate or single-user toilet and changing facilities are provided to assure privacy.*

*It is the policy of AGENCY NAME to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to a supervisor or the company EEO Officer.*

*EEO Officer:*

*Address:*

*Telephone:*

*Signed and Dated*