

## STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

In our efforts to develop and continue to implement our equal employment opportunity obligations, we hereby affirm and formalize our commitment to the principle of equal employment opportunity in all employment practices, including recruitment, selections, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment.

This agency's policy is to ensure equal employment opportunities for all, without regard to race, color, creed, religion, gender, national origin, age, political affiliation, marital status, sexual orientation, disability, veteran status, or any other characteristic protected by law. While this document cannot be considered an employment contract between Monterey-Salinas Transit and its employees, we view the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management.

In developing our Equal Employment Opportunity Program, we commit ourselves to:

- Our equal employment opportunity policy for all persons as described above;
- Undertake an EEO Program including goals and timetables, in order to overcome the effects of any past discrimination on minorities or women although MST does not believe that it has engaged in any such discrimination;
- Assigning the implementation of this EEO Program to an MST executive;
- Making it clear that all management personnel must share in this responsibility and will be assigned specific tasks to ensure compliance is achieved;
- Ensuring that applicants and employees have the right to file complaints alleging discrimination with the appropriate MST official;
- Evaluating the performance of managers, supervisors, etc. on the success of the EEO Program in the same way as their performance on other MST goals is evaluated;
- Successfully achieving MST's EEO Program goals in order to provide benefits to MST through fuller utilization and development of any previously-underutilized human resources.

In developing this EEO Program, we have established goals and time lines to correct any deficiencies over a reasonable period of time.

Just as the agency does not condone unlawful discrimination, it is firmly committed to providing a workplace free of harassment and retaliation on the basis of race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, sexual orientation, or veteran status.

It is our desire that the combination of measurable goals and directed effort will make equal employment opportunity a fact at Monterey-Salinas Transit.

We pledge every good faith effort to achieve our established goals, and have assigned various levels of responsibility to both direct and oversee our affirmative action efforts.

Deanna Smith, Compliance Analyst, has been designated as the Equal Employment Opportunity Officer for MST. This position is responsible for monitoring affirmative action efforts and for providing equal opportunity training or recommending outside resources. Individual managers and supervisors are responsible for ensuring that their employment decisions comply with principles embodied in Title VII, the Age Discrimination in employment Act and Revised Order No. 4.

All MST employees are obligated to comply with our EEO Policy and Program and to ensure that their fellow employees are treated in a nondiscriminatory manner. All MST management and supervisory personnel have a responsibility to help ensure that our EEO Policy and Program are effectively implemented and that EEO matters within their respective area(s) of responsibility are promptly and appropriately addressed. The performance of MST managers and supervisors will be evaluated on the success of MST's EEO Program in the same way as their performance is assessed on other MST goals. If you believe you have a disability that requires an accommodation in order to perform the essential function of your job, please bring it to Ms. Halcon's attention.

If an MST applicant or employee has an EEO complaint, there are established procedures for bringing the issue to the attention of MST. These procedures allow an employee or employee different alternative ways to do this in an effort to ensure that an individual has different possible methods available. These procedures can be found in the MST employee handbook, posted on its website and they are available from our Human Resources Department as well as our Compliance Officer. Every reasonable effort is made to hold an employee complaint, the investigation, and any findings in confidence and to share and disseminate them only to the extent necessary. Any individual who files an EEO complaint or participates in an investigation is protected against harassment or retaliation. As required, MST employees must fully cooperate in the conduct of an EEO investigation and are expected to observe the confidentiality provisions of the investigative process. Failure of any MST employee to comply with our Policy and Program can result in discipline.

Each employee is responsible for bringing to the attention of the undersigned any employment decision when he or she feels it conflicts with the letter or the spirit of the law.

I have the responsibility to ensure that equal employment opportunity and affirmative action receive a sufficient level of priority and management support. I will hold each manager accountable for the prompt execution of necessary preventive, corrective, and affirmative actions. I am personally committed to ensuring a workplace based on fairness, dignity and respect for all MST applicants and employees. I ask for all of you to support this as we work together to make MST an "employer of choice" and a workplace that is reflective of the diverse communities we serve.

  
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Carl G. Sedoryk  
General Manager/CEO

2/29/16  
Date