

Memo

Brazos Transit District

To: All Brazos Transit District Employees
From: John McBeth, President/CEO
CC: Margie Lucas, Executive Vice President
Bill Coulter, Senior Vice President
Date: October 19, 2009

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The District is committed to providing a diverse work place free of discrimination and harassment. The District supports affirmative action and equal employment opportunities without discrimination as to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability in compliance with state and federal laws. This policy is reflected in all of The District's practices and policies regarding hiring, training, promotions, transfers, layoffs, organizing the work force, rates of pay, and other forms of compensation. To implement these practices and policies, The District will continue to:

- Recruit, hire, train, and promote persons in all job classifications based on qualifications and abilities without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Base decisions on employment so as to further the principle of affirmative action and equal employment opportunity.
- Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, are administered without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Insure that promotion decisions are in accord with principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotion.
- Insure disciplinary actions are based entirely on employee conduct without regard to age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability.
- Make all facilities, services, activities, and benefits available to all employees.

The District's Equal Employment Opportunity Plan includes an affirmative action program that includes goals and timetables when workforce underutilization exists in order to overcome the effects of past discrimination affecting minorities and women.

The successful achievement of EEO goals will provide benefits to The District through fuller utilization and development of previously underutilized human resources creating a diversified workforce throughout our service area.

Defamatory remarks regarding any individuals' age, sex, color, race, national origin, religion or non-religion, sexual orientation, veteran status, or disability will not be tolerated. Violation of this policy will be subject to prompt disciplinary action up to and including termination.

Retaliation of any type against any employee or applicant that files a complaint alleging discrimination, harassment, or are involved as witnesses in a discrimination or harassment investigation is strictly prohibited.

The District will make reasonable accommodations to qualified applicants with disabilities and employees so that qualified individuals can perform the essential functions of a job. Employees or applicants with a disability for which reasonable accommodation is needed should contact the Director of Human Resources to discuss possible accommodations.

An employee or job applicant who believes that they have been a victim of discrimination, harassment or retaliation has the right to file a complaint. Margie Lucas, Executive Vice President is the designated Equal Employment Opportunity Officer for The District. Individuals who would like to discuss and/or file a complaint alleging discrimination, harassment and or retaliation should contact Mrs. Lucas. Mrs. Lucas may be reached by phone at 979-778-0607, e-mailed at mlucas@btd.org, or in person at 1759 N. Earl Rudder Freeway, Bryan, Texas. The EEO Officer should be contacted immediately when you believe you have been discriminated against.

All employees are responsible for conducting themselves in accordance with The District's EEO Policy Statement. Managers and supervisors are responsible for the implementation of the District's EEO/AA policy and their performance will be evaluated on the success of the implementation of the EEO/AA policy in the same way as their performance is evaluated on other District goals. I expect each employee to cooperate to achieve this goal and I personally stand behind this principle.