



MEMORANDUM

FROM: Vicki L. Shotland 
DATE: June 4, 2014
SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

It is the policy of the Greater Hartford Transit District (GHTD) to provide equal employment opportunity for all persons regardless of race, color, creed, religion national origin, sex, age, disability, or any other protected class status. GHTD, in cooperation with all employees, is committed to implementing its Affirmative Action Program (AAP) that includes setting goals and timetables to successfully overcome the effects of past discrimination that affect minorities and women in the workforce. GHTD is committed to the policies of non-discrimination and equal opportunity for employment and wholeheartedly supports equal employment and economic opportunity at every level of employment including, but not limited to, hiring, promotion or upgrading, referring, demotion, classification or transfer; recruitment or recruitment advertising; layoff or termination/discharge; disciplinary actions, rates of pay or other forms of compensation including benefits; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. GHTD shall not discriminate against disabled individuals in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 or discriminate because of age in accordance with the requirements of the Age Discrimination Act and the applicable provisions of State law. Under Section 504 of the Rehabilitation Act of 1973, GHTD shall provide reasonable accommodation to qualified disabled individuals. Further GHTD will not discriminate against any protected class in the selection and retention of applicants, subcontractors, including procurement of materials and leases of equipment and shall use its best efforts to ensure subcontractor/subconsultant compliance with Federal and State Equal Opportunity requirements.

The Executive Director, Vicki Shotland, One Union Place, Hartford, CT 06103, 860-247-5329, extension 3002, is responsible for the effective implementation of the AAP including but not limited to investigating complaints of discrimination and monitoring all personnel transactions to ensure fair and equal employment opportunities. These responsibilities include recruitment, selection and promotion, as well as compensation, benefits, transfers, work assignments, training and education and other similar personnel management and administration issues.

All Directors, managers and supervisors share the responsibility in the active participation of the achievement of the GHTD's equal employment opportunity objectives as outlined in the AAP and management performance will be evaluated in the same way as other Agency objectives. The successful achievement of our EEO/AAP goals will provide benefits to GHTD through fuller utilization and development of previously underutilized human resources.

All GHTD employees, applicants, contractors or vendors with problems, questions or complaints have the right to file a complaint and should contact Vicki Shotland.



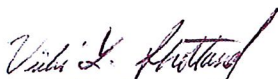
Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans

It is the policy of Greater Hartford Transit District not to discriminate against any employee or applicant for employment because he or she is an individual with a disability of a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized.) It is also the policy of Greater Hartford Transit District to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading promotion transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of Greater Hartford Transit District will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

As Executive Director of Greater Hartford Transit District, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the Executive Director as the EEO Manager for the District. One of the Executive Director's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of the District's programs.

To promote the District's policy regarding Affirmative Action and Equal Employment Opportunity, the District has developed a written Affirmative Action Program which sets for the policies, practices, and procedures that the District is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact the Executive Director at 860 247-5329 x 3002.


Vicki L. Shotland

Greater Hartford Transit District

May 2011