

CITY OF WASHINGTON TRANSIT SYSTEM (WTS)

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Objective

The Washington Transit System (WTS) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Washington Transit System (WTS) prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The Washington Transit System (WTS) conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Washington Transit System (WTS) and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Washington Transit System (WTS).

Dissemination and Implementation of Policy

The Washington Transit System (WTS) Manager will be responsible for the dissemination of this policy. City of Washington department heads are responsible for implementing equal employment practices within each department. The Mayor of Washington is responsible for overall compliance and will ensure that personnel records are maintained in compliance with applicable laws and regulations.

Procedures

The Washington Transit System (WTS) administers its EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.
- Requires employees to report to their department head, the Mayor's office, or the general counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies his/her department head of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates Washington Transit System (WTS) policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The Washington Transit System (WTS) encourages employees to report all incidents of harassment to their department head. The Washington Transit System (WTS) conducts harassment prevention training for all employees and maintains and enforces a separate policy on harassment prevention, complaint

procedures and penalties for violations. The Washington Transit System (WTS) investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Filing Complaints

City of Washington employees or applicants wishing to file an EEO or Civil Rights complaint are to report such complaint to their department head, the Mayor’s Executive Assistant, and/or the City’s general counsel of any apparent discrimination or harassment within 48 hours of the incident.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Washington Transit System (WTS) will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.