EMPLOYMENT POLICY

RIDES MASS TRANSIT DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY POLICY


The District will recruit, hire, train, and promote people in all job classifications without regard to race, color, religion, national origin, age, disability, or history of disability (except where physical or mental abilities are a bona fide occupational requirement and the individual is not able to perform the essential functions of the position even with reasonable accommodations), or sex (unless gender is a bona fide occupational qualification), status as a veteran, or other protected characteristic.

RMTD will develop and support an environment of affirmative action toward this policy including affirmative action recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment.

Recruitment literature, newspaper and magazine advertising, and position announcements will contain clear statements of the Equal Employment Opportunity Policy. Each announcement for a vacant position will continue to affirm the company's commitment to affirmative action by including a statement such as "Equal Employment Opportunity Through Affirmative Action" in clearly distinguishable type.

When employees are pictured in consumer or help-wanted advertising, both minorities and nonminority men and women shall be shown. The human resources officer will continue to ensure that employment handbooks, brochures, and other printed materials include references to equal employment opportunity for minorities, women, individuals with a disability, and covered veterans, and that artwork therein, as appropriate, includes representatives of groups covered in the company's affirmative action plan.

On first contact, all applicants (prospective employees) will be informed that the company is operating under an Affirmative Action Program (AAP) that provides equal opportunities to qualified employees and prospective employees without regard to race, color, religion, pregnancy, sex, age, national origin, veteran status, or physical or mental
disability or other protected characteristic. This information will be made known to applicants as they come into a site office or the human resources office by making available to them the company's EEO/AA policy statement on the employment application, on posters displayed in the area where they complete their applications for employment, and on the company's Web page.

Vietnam veterans, special disabled veterans, and individuals with disabilities who wish to avail themselves of the provisions of the company's Affirmative Action Program are invited to identify themselves to company administration for this purpose. Persons with disabilities, specia. disabled veterans, and veterans of the Vietnam Era choosing not to identify themselves for this purpose at the time of application or employment will not be discriminated against and will be able to identify themselves at any time.

Subcontractors, vendors, and suppliers are notified in writing of our EEO policy and are requested to practice the appropriate action on their part in their operations and in their relationship with our company.

Managers and supervisors of the company shall ensure that promotion decisions are in accordance with principles of equal employment opportunity by imposing only job-related requirements for promotional opportunities.

RMTD will reasonably accommodate the religious observances and practices of an employee or prospective employee unless such accommodation creates an undue hardship on the conduct of the business. As part of this accommodation, the RMTD will make reasonable accommodations to the religious observances and practices of an employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week, as his or her Sabbath, and/or who observes certain religious holidays during the year, and who is conscientiously opposed to performing work or engaging in similar activity on such days, when such accommodations can be made without undue hardship on the conduct of the business. The following factors shall be considered: (a) business necessity, (b) financial costs and expenses, and (c) resulting personnel problems. Any employee who requires a religious accommodation should speak with a human resources representative.
Any employee with a disability who requires accommodation should speak to the human resource officer. Generally, disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The District will seek to reasonably accommodate qualified individuals with a disability. The employee has the responsibility to provide adequate information to the company as part of the accommodation process. A qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position. Such reasonable accommodation may take the form of making existing facilities readily accessible to or usable by individuals with a disability, restructuring jobs, modifying schedules, acquiring or modifying equipment, adjusting training materials, adjusting employment policies, and the like. Reasonable accommodations will be made unless they create an undue hardship for the District.

Rides Mass Transit District shall review its employment practices to determine whether any individuals with protected characteristics are receiving fair consideration for job opportunities. The company will annually review its personnel policies to ensure that all such policies apply equally to all employees and that care has been exercised to ensure that such policies comply with this policy.

Rides Mass Transit District ensures that physical and mental job qualifications are related to the specific job or jobs for which the person is being considered and are consistent with business necessity and safe performance of the job. The District regularly reviews its personnel procedures to ensure that careful and thorough consideration is given to the job qualifications of individuals with disabilities, disabled veterans, and Vietnam-era veteran applicants and employees.

The District disapproves of sexual, racial, disability, national origin, age, veteran, religious, and all other forms of harassment of any employee, whether it is by a coworker, a manager, a customer, or a vendor. Sexual advances; requests for sexual favors; sexual or racial jokes; racial, ethnic, national origin, or disability slurs; and other harassing language or conduct have no place in our business. It is expected that employees will treat one another with mutual respect for their dignity. Harassment, of any type, by any employee, is grounds for immediate termination.

Employees or applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the laws covering these individuals. Periodic reviews will ensure that personnel decisions are in accordance with the principles and spirit of equal employment opportunity law.

The Chief Executive Officer has overall responsibility for this Equal Employment Opportunity Policy. Implementation of the policy is the responsibility of Human Resource Officer.
This policy will be posted and disseminated as widely as possible. Such dissemination shall include periodic meetings with supervisory personnel, periodic meetings with all employees, inclusion in employee-orientation sessions, inclusion in management-training programs, inclusion in company publications, posting on company bulletin boards, the company Web page, and the like. An equal opportunity clause will be inserted in all purchase orders, leases, contracts, and the like as required by applicable law, including Executive Order 11246.

Requests to review a copy of the company’s Affirmative Action Program should be directed to the Human Resource/EEO-AAP Officer.

EEO COMPLAINT PROCEDURE

Any person who believes he or she may have been discriminated against in violation of these principles or who observes any discrimination in violation of these principles or who needs a reasonable accommodation should discuss the matter with your supervisor or human resources officer.

Managers or supervisors who receive any complaint or concern involving discrimination or observe any discrimination must bring the matter to the attention of the EEO-AAP officer. The Supervisor or Human Resource/EEO-AAP Officer will initiate an appropriate investigation. Employees have a responsibility to cooperate in any investigation of unlawful discrimination. All employees are to cooperate fully with the investigation and resolution of all discrimination and affirmative action complaints.

The Human Resource/EEO-AAP officer will report as needed, but not less than quarterly, to the CEO on all concerns or complaints concerning discrimination brought to her or his attention during the preceding quarter. The report will include recommendations for changes to company policies, practices, or procedures appropriate to the company’s compliance with this EEO Policy.

If the supervisor or Human Resource/EEO-AAP Officer is not able to resolve a concern or complaint of discrimination, the Chief Executive Officer will investigate the matter and will decide how the concern or complaint will be resolved.

An employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. The administrative contact numbers are on page 10. Employees should be aware that if an employee fails to take advantage of the policy in place and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

The Rides Mass Transit District Board and Chief Executive Officer fully support this equal employment opportunity policy and specifically require each employee to act in accordance with its principles.