



## EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

VIA Metropolitan Transit is committed to equal employment opportunity for all persons regardless of race, color, creed, religion, national origin, disability, sex, age or genetic information. VIA's EEO Policy is designed to support our efforts to provide quality service, enhance efficiency, and cultivate a thriving internal environment that embraces workforce diversity.

The continued success of VIA's EEO Program is dependent in large part upon the continued support of management and all employees. Each employee is asked to remain aware of the following objectives:

1. All employment actions involving employees and applicants will be demonstrated through evenhanded application of its policies and practices including recruitment, selection, promotions, termination, transfers, layoffs/reduction in force, compensation/rates of pay, training including apprenticeship, benefits, and other terms and conditions of employment. All employment actions will be based upon qualifications, merit and abilities, without regard to race, color, creed, religion, national origin, disability, sex, age or genetic information.
2. All disciplinary actions involving employees are to be administered without regard to race, color, creed, religion, national origin, disability, sex, age or genetic information.
3. All facilities, services, activities, and benefits are equally available and fairly administered to all employees.
4. All employees shall refrain from any remarks or actions that may constitute discrimination or harassment based upon another employee's race, color, creed, religion, national origin, disability, sex, age or genetic information. Examples of this type of discrimination or harassment would include jokes or general remarks that refer to someone in a negative way because of their race, color, creed, religion, national origin, disability, sex, age, or genetic information.

A key component of the EEO Policy is the commitment to our Affirmative Action Program (AAP) which is intended to assure equal employment opportunity. When workforce underutilization exists, goals and associated timetables will be established as an integral part of the AAP. VIA is committed to the successful achievement of these goals which are designed to provide fuller utilization and development of previously underutilized areas. By achieving its EEO goals, VIA will maximize the full potential of a diverse workforce and create an inclusive and productive workplace which contributes to the Agency's success.

The EEO Officer, Sylvia Mendez, is responsible for the administration of all EEO programs. The EEO Officer is responsible for implementation of programs regarding the AAP, monitoring efforts, providing related training and processing EEO related complaints. Requests to review VIA's AAP may be made by writing to the EEO Officer, Post Office Box 12489, San Antonio, TX 78212.

VIA's management and supervisors are responsible for ensuring their employment decisions comply with federal and state laws and regulations, VIA personnel policies, and VIA's EEO/Affirmative Action Program. VIA's management and supervisors share in the responsibility for implementing VIA's EEO Program and will be assigned specific tasks to assure compliance is achieved. VIA's management and supervisors will be evaluated on the success of VIA's EEO Program the same way their performance on other agency goals is evaluated.

VIA has a complaint procedure that provides employees with a method to report, and to have investigated, job-related actions that involve alleged discrimination, harassment and retaliation. All employees are expected to cooperate fully during the conduct of such investigations.

The EEO Office is located at 800 West Myrtle, San Antonio, Texas 78212 on the first floor of the Administration Building, Ste 102. The EEO Office phone number is (210) 362-2075. VIA's goal of creating and maintaining a work environment free of discrimination and harassment requires the cooperation of management and all employees. Employees or applicants, who believe they have been unlawfully discriminated against, or have witnessed such conduct, may file a complaint directly with the Equal Employment Opportunity (EEO) Office. **ANY EMPLOYEE WHO DOES NOT COMPLY WITH THIS POLICY IS SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

External applicants may file complaints of alleged employment discrimination with the respective offices of the Equal Employment Opportunity Commission (EEOC).

VIA Metropolitan Transit prohibits retaliation against employees or applicants for filing a complaint regarding unlawful employment practices, meeting with the EEO Officer to discuss a complaint or investigation of a complaint or participating in the investigation of an EEO complaint. No one shall, in any way, whether by their actions or their inaction, intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual who has alleged discrimination on any basis. **AN EMPLOYEE WHO RETALIATES AGAINST AN EMPLOYEE OR APPLICANT FOR EXERCISING HIS/HER RIGHTS UNDER THIS POLICY IS SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

The above policy is separate and apart from the Memorandum of Working Conditions applicable to hourly-paid employees.



Jeffrey C. Arndt,  
President/CEO

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