



## VIA METROPOLITAN EEO POLICY – STATEMENT OF POLICY

VIA Metropolitan Transit (VIA) is committed to equal employment opportunity for all persons and all employment actions will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class. 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, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, or genetic information, disability, veteran status or other protected class. VIA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion; absent undue hardship.
2. All disciplinary actions involving employees are to be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age or genetic information, disability, veteran status or other protected class.
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, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected class. 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, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

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.

VIA is committed to the continuation, development, and maintenance of a written non-discrimination program that sets forth VIA's policies, practices, and procedures. This EEO Program will be updated and revised annually based on changes in the organization's policies, practices, and procedures, workforce, changes in

availability data, changes in goals and other changes, as well as revisions of applicable laws, regulations and processes. This EEO program may be reviewed by an employee or applicant for employment by making an appointment with the EEO Officer during normal business days between the hours of 8:30am and 4:00pm.

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 ensure and achieve compliance. 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/programs 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.**

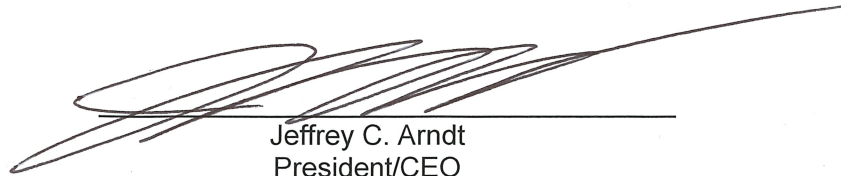
The EEO Office is located at 1021 San Pedro, San Antonio, Texas 78212. Martha Flores, the Acting EEO Officer can be contacted at (210) 362-2320, or [Martha.flores@viainfo.net](mailto:Martha.flores@viainfo.net). VIA's goal of creating and maintaining a work environment free of discrimination and harassment 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 VIA's Equal Employment Opportunity (EEO) Office. **ANY EMPLOYEE WHO DOES NOT COMPLY WITH THIS POLICY IS SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

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

VIA Metropolitan Transit strictly prohibits and does not tolerate 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, participating in the investigation of an EEO complaint or otherwise engaging in any protected activity. 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.**

I have designated **Martha Flores** to be the Equal Employment Opportunity Officer, directly reporting to me on all EEO related matters. Martha Flores has primary responsibility, with assistance from management personnel, for designing and implementing VIA's EEO program and our affirmative action efforts and for monitoring on an ongoing basis our compliance to stated objectives, identifying problem areas and addressing all areas of concern. Satisfactory and timely completion of the reporting and monitoring requirements described in the Affirmative Action Program is another of the requirements of the EEO Officer.

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



Jeffrey C. Arndt  
President/CEO