

1. STATEMENT OF POLICY - Equal Employment Opportunity

It is PARTA's policy to assure equal employment opportunity for employees and job applicants in all employment processes, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, without unlawful regard to race, color, religion, sex, age, national origin, physical or mental disability, genetic information, or any other basis prohibited by statute. Further, PARTA is committed to complying with Title I of the Americans with Disabilities Act and prohibits discrimination on the basis of disability. PARTA will make accommodations that are reasonable and not unduly burdensome to enable qualified applicants and employees to participate in the employment process and perform essential job functions.

Accordingly, consistent with applicable federal and state laws, PARTA has established a written affirmative action program, including goals and timetables, to overcome the effects of past discrimination on minorities and women. To ensure effective ongoing review of the program, I have assigned responsibility for oversight of the EEO program to W. Frank Hairston, Director of Marketing, Customer Service, & EEO. Working in conjunction with Mr. Hairston, PARTA's Director of Human Resources, Kelly Jurisch, is responsible for directing all human resource practices and functions in accordance with the principles of equal employment opportunity, and for maintaining the written EEO plan and employment processes data.

Although Mr. Hairston and Ms. Jurisch are directly responsible for oversight and implementation of the program, all management personnel share responsibility for ensuring the success of the EEO Program. Management personnel are responsible to conduct personnel activities in a manner that assures equal employment opportunity. Management personnel are charged with having an "open door" policy to enable employees to discuss matters of equal employment opportunity as they may arise. In addition, the success of achieving EEO goals will be a component of management personnel performance evaluations, in the same manner as their performance on other agency goals.

Job applicants and employees who believe they have been a victim of discrimination have the right to file a complaint with Mr. Hairston, PARTA's designated EEO Officer, or with another member of management with whom the individual is comfortable speaking. PARTA will promptly investigate complaints, and will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated. PARTA believes that successful achievement of EEO goals will provide benefits to PARTA through fuller utilization and development of previously underutilized human resources.

Copies of this *Statement of Policy* are conspicuously posted throughout the PARTA facility. In addition, the policy statement can be found on PARTA's website at www.partaonline.org, and it is included in the personnel policy manual. A copy of the complete EEO Program is available for review by any individual upon request.

March 14, 2014

Claudia B. Amrhein
General Manager

Date