



Equal Employment Opportunity (EEO) Program

Dulles Area Transportation Association

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I. Introduction

Compliance with federal laws, including Title VII of the Civil Rights Act of 1964, requires employers to inform employees of their right to a workplace free of discrimination and retaliation. This requirement pertains to all conditions of employment, including recruitment, hiring, promotion, termination, compensation and training.

In addition, recipients of public transportation funding from the Federal Transit Administration (FTA) and COG/TPB are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory.

The Dulles Area Transportation Association (DATA) ADA policies and procedures are documented in this program and its attachments. This program will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. EEO Policy and Authorities

It is DATA policy to be an equal opportunity employer. As such, no employee, applicant for employment, customer, vendor, independent contractor or other individual will be discriminated against based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability, veteran status or other protected class or characteristic established under applicable federal, state, or local statute or ordinance.

It is DATA policy to provide a work environment free from harassment and retaliation. DATA will not tolerate any conduct that violates this policy, and will promptly investigate and resolve all alleged complaints and take appropriate disciplinary action against employees who violate this policy.

DATA will not tolerate harassment of any employee by any other employee, supervisor, vendor or customer. Harassment for any discriminatory reason, such as sex, race, color, national origin, disability, age, religion, marital status, sexual orientation, or any other protected category, violates DATA policy.

DATA will not condone, permit or tolerate discrimination as described above. Persons who engage in such discrimination will be subject to appropriate discipline up to and including termination of his/her employment.

III. EEO Program and Responsibilities

DATA's Executive Director and Chief Executive Officer is the designated Director of the Equal Employment Opportunity Program. The Program Director is responsible for: (1) directing the development, modification, and maintenance of effective EEO policies and procedures; (2) serving as DATA's representative in dealings with federal, state, or local enforcement agencies; (3) resolving EEO-related charges or complaints; (4) reviewing the qualifications of applicants and employees eligible for hiring or promotion to ensure that equal treatment and full

opportunity with respect to such personnel actions; and, (5) ensuring that DATA EEO policies and individual rights are effectively communicated to the public.

Key elements of DATA's EEO Program include: (1) inclusion of non-discrimination language, including EEO compliance, in all DATA printed materials; (2) posting EEO language, including rights of individuals to file a complaint, on DATA websites; (3) inclusion of EEO language on DATA employment applications; (4) inclusion of DATA's EEO policy in DATA's Employee Handbook/Personnel Manual and ensuring distribution to all existing and new DATA employees; (5) ensuring policy compliance by all DATA subcontractors and consultants; and, (6) posting of EEO materials in conspicuous locations in DATA workspace.

IV. EEO Complaint Procedures and Form

Any individual may exercise his or her right to file a complaint with James N. Larsen, DATA Executive Director and CEO, if that person believes that s/he or any other program beneficiaries have been subjected by DATA to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. DATA will report the complaint to COG/TPB within three business days (per COG/TPB requirements), and make a concerted effort to resolve complaints locally, using the agency's **Discrimination Complaint Procedures**, as described in **Attachment A**. All discrimination complaints and their resolution will be reported annually (in addition to immediately) to COG/TPB.