

# Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is "To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley." Fundamental to SunLine's mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, pregnancy, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine 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.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency's Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

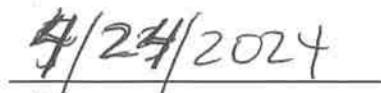
The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the EEO Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Carissa Sanchez as the EEO Officer. She can be reached at (760) 343-3456 Ext. 1609 or via email at csanchez@sunline.org. The EEO Officer reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the EEO Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

SunLine is committed to undertaking and developing a written nondiscrimination program that set forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

SunLine Transit Agency is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

  
Mona Babauta  
CEO/General Manager  
SunLine Transit Agency

  
Date

For questions or to file an EEO complaint, please contact SunLine's EEO Officer:

Carissa Sanchez

Human Resources Manager / EEO Officer

(760)343-3456 ext. 1609

[csanchez@sunline.org](mailto:csanchez@sunline.org)