

HILL COUNTRY TRANSIT DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy and commitment of the Hill Country Transit District (HCTD) to provide equal employment opportunity for all persons and to prohibit discrimination on the basis of race, color, creed, sex, age, handicap, religion, national origin, marital status, or sexual preference. This policy applies to all employment practices, including recruitment, selections, layoffs, compensations, training, benefits, promotions, disciplinary actions, transfers and terminations and other terms and conditions of employment.

The major components of HCTD's EEO program are as follows:

- HCTD is committed to and has adopted an Affirmative Action Plan including goals and timetables, in order to overcome the effects of past discrimination on minorities and women.
- The Equal Employment Opportunity Program is an integral part of HCTD's everyday employment practices. Joint responsibility for the implementation and evaluation of the success of the policy shall rest with the office of the General Manager and the Director of Human Resources (EEO Program Manager). All management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved. HCTD will review, evaluate, and update this policy to keep it relevant and effective.
- Any HCTD employee or applicant for employment who feel he/she has been discriminated against because of race, color, religion, sex, national origin, age, handicap, marital status, or sexual preference has the right to register a complaint in accordance with procedures outlined in HCTD's Discrimination and Harassment Complaint Procedures which are set forth in HCTD's Equal Employment Opportunity Program.
- Performance by HCTD's managers, supervisors, etc. will be evaluated on the success of the EEO program the same way as their performance on other agency's goals, based on FTA circular 4704.1 [Ch. III, 2 a (6)].
- The successful achievement of HCTD's EEO goals will provide benefits to the recipient/subrecipient/contractor through fuller utilization and development of previously underutilized human resources, based on FTA circular 4704.1 [Ch. III, 2 a (7)].

HCTD will take appropriate steps to ensure that all applicants and employees are aware of the fundamental meaning and intent of this policy. Supervisory staff shall be specifically instructed of their responsibilities and upholding the principles of this policy.