



# Foothill Transit

<b>Equal Employment Opportunity (EEO)</b>	Policy No: HR2020-001R1
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## **Purpose and Background**

Foothill Transit nurtures team values that embody safety, results, integrity, gratitude, communication, and sustainability. Chief among these values is diversity and inclusion. We are committed to creating a culture that facilitates equal access to opportunity and promotes participation among our diverse and talented team members, valuing the unique perspectives that everyone brings.

All applicants and employees at Foothill Transit are free from discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964, as amended. And as an equal opportunity employer, Foothill Transit strives to have a workforce that reflects the diverse community it serves. No person is excluded from employment or resource opportunities based on race, color, religion, national origin, sex (including gender identity and expression, sexual orientation, pregnancy, childbirth, breastfeeding, or related medical conditions), age (40 years of age and older), marital status, genetic information, medical condition, disability (mental and physical), military and veteran status, or any other protected class.

## **Equal Employment Opportunity Policy**

Foothill Transit's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity, is strictly prohibited and will not be tolerated. Foothill Transit 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.



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The Chief Executive Officer (CEO) maintains overall responsibility and accountability for Foothill Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed the Director of Finance & Treasurer as Foothill Transit's EEO Officer. The Director of Finance will report directly to the CEO on EEO matters and acts with the CEO's authority with all levels of management, contractors, and employees. If the actions of the Human Resources Department are in question, the Deputy CEO will serve as the EEO Officer. Their contact information follows:

- Michelle Caldwell, Director of Finance & Treasurer, (626) 931-7254
- LaShawn King Gillespie, Deputy CEO (626) 931-7206

All Foothill Transit executives, management, and supervisory team members share in the responsibility for implementing and monitoring Foothill Transit's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Foothill Transit will evaluate its managers' and supervisors' performance on their successful implementation of Foothill Transit's policies and procedures, in the same way Foothill Transit assesses their performance regarding its other goals.

Foothill Transit is committed to creating and maintaining a written nondiscrimination program that establishes the policies, practices, and procedures with goals and timetables, and to make the EEO Program available for review by any employee or applicant for employment, upon request.

The CEO is committed to fostering an agency that treats all applicants and employees equitably, and with utmost dignity and respect, under these guidelines of our EEO Policy and Program.

*Revision History:*

*Revised: January 26, 2024*