


Approved by:	Agency Policy 1002	Human Resources
 Chief Executive Officer	2/3/17 Date	
Equal Employment Opportunity Policy		
Effective Date: 03/01/2003 Revision Date: 02/03/2017		

Equal Employment Opportunity Policy

1.0 Scope

- 1.1 This 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 and the fair treatment of employees.

2.0 Policy

- 2.1 Sound Transit has a strong commitment to the community it serves and employees. As an equal opportunity employer, the agency strives to have a workforce that reflects the community it serves. No person is unlawfully excluded from employment action based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status or other protected class.
- 2.2 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.
- 2.3 Sound 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.
- 2.4 The chief executive officer (CEO) maintains overall responsibility and accountability for the agency's compliance with this policy and the equal employment opportunity (EEO) program. The CEO 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 this policy and the EEO program.
- 2.4.1 To ensure day-to-day management, including program preparation, monitoring and complaint investigation, Jan Luedtke is Sound Transit's Interim EEO Officer. Jan reports directly to the CEO and acts with the CEO's authority with all levels of management, labor unions and employees.
- 2.5 Sound Transit executives, management and supervisory personnel share in the responsibility for implementing and monitoring this policy and the EEO program within their respective areas and are assigned specific tasks to ensure compliance is achieved. The agency evaluates manager and supervisor performance on successful implementation of policies and procedures, in the same way the agency assesses their performance regarding other agency goals.
- 2.6 Sound Transit is committed to undertaking and developing a written nondiscrimination program that sets forth policies, practices and procedures, with goals and timetables, to which the agency is committed. The EEO program is available for inspection by any employee or applicant for employment.
- 2.7 Failure to comply with this policy may result in corrective action up to and including termination.

3.0 References

- 3.1 Board Resolution No. 78-2 Procurement and Delegated Authority Policy
- 3.2 Board Motion No. 17 Guiding Principles for Employment and Contracting
- 3.3 Board Motion No. 29 Policies to Implement Guiding Principles Adopted in Motion No. 17
- 3.4 Diversity in the Workplace Policy
- 3.5 Harassment Free Workplace Policy