



# EQUAL EMPLOYMENT OPPORTUNITY

Effective: April 1, 2022

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## **Policy Statement**

It is the policy of the Capital District Transportation Authority (CDTA) and its subsidiaries to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, veteran's, or marital status, or any characteristic protected by New York State or federal law. This policy applies to all personnel actions, including but not limited to promotion, demotion, transfer, recruitment, layoff, or other discharge, rehire, rates of pay, benefits, and selection for training. Unlawful interference with the ability of the CDTA's employees to perform their expected job duties is prohibited and is not tolerated.

CDTA is fully committed to complying with all applicable laws governing and providing equal employment opportunities for all employees and applicants for employment. CDTA is committed to providing a diverse workforce, reflective of our community, and has established goals to provide minorities and women equal opportunities in our workplace. This Policy shall have the ultimate goal of removing any form of discrimination in all aspects of employment. All directors, managers and supervisors are responsible for carrying out this Policy.

All employees and applicants for employment shall be protected from threatening behavior, coercion, intimidation, retaliation, interference, or discrimination for filing a complaint of discrimination or participating in an investigation of a complaint of discrimination. Reprisal against or interference with an employee's or applicant's right to file a complaint concerning such matters constitutes a violation of this Policy.

Any employee or applicant alleging to be subject to discrimination, unfair practice, or retaliation on the basis of any protected characteristic should file a written complaint within 30 days of the alleged violation to the **EEO Officer, Jessica Rucinski, located at 110 Watervliet Avenue, Albany, NY, 12206**. Upon receiving a complaint of alleged discrimination, the EEO Officer will make an initial determination as to whether a full investigation is warranted. If so, an investigation and precautionary/remedial measures may be taken. During the investigation, confidentiality will be maintained to the extent practical. All employees are required to fully cooperate during the course of an investigation, and a failure to cooperate may constitute a violation of this Policy.

After the investigation is concluded, the Equal Employment Opportunity Officer will issue a determination. If it is determined that a violation of this Policy has occurred, CDTA will take immediate action to remedy the situation. Any employee who is found to have violated this Policy may be subject to disciplinary action, up to and including termination from employment, and/or remedial measures. In addition to the complaint procedures described above, complaints may also be filed with the New York State Division of Human Rights <https://dhrny.gov> or the United States Equal Employment Opportunity Commission <https://www.eeoc.gov>.

A handwritten signature in black ink, appearing to read "Carm Basile", is positioned above the printed name and title.

Carm Basile  
Chief Executive Officer