

Capital District Transportation Authority

Policy Statement on Equal Employment Opportunity

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, genetic information, 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 and the Equal Employment Opportunity ("EEO) Program shall have the ultimate goal of removing any form of discrimination in all aspects of employment. Responsibility for implementing CDTA's EEO Program has been assigned to Rick Vines who reports directly to CDTA's Chief Executive Officer. All directors, managers and supervisors are responsible for carrying out this Policy, and have been assigned specific tasks as appropriate to ensure and achieve compliance. CDTA evaluates the performance of managers, supervisors and others based upon the success of the EEO Program in the same manner that CDTA evaluates their performance in other CDTA programs. The EEO Program is available for inspection by any employee or applicant for employment upon request, by contacting the EEO Officer.

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 and will not be tolerated.

CDTA is also committed to provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship. Any/all requests for reasonable accommodation should be directed to the Director of Human Resources, located at 110 Watervliet Avenue, Albany, NY, 12206.

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 with Rick Vines, CDTA's Equal Employment Opportunity Officer for investigation and precautionary/remedial measures may be taken. Mr. Vines can be contacted by telephone at (518) 437-8385. 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 or the United States Equal Employment Opportunity Commission.



Carm Basile
Chief Executive Officer