



CHATHAM AREA TRANSIT

Equal Employment Opportunity Policy

Effective Date: July 1, 2014

POLICY

Chatham Area Transit Authority is an Equal Opportunity Employer, committed to EEO for all persons, regardless of race, color, national origin, sex, creed, age or disability to create and maintain a qualified and diverse workforce. Chatham Area Transit Authority understands that achieving EEO goals benefits our corporation through the full utilization of all available human resources to achieve appropriate diversity and elimination of any underutilization of human resources. Chatham Area Transit Authority is committed to the development of specific goals and timetables in the event of any underutilization of its human resources. Chatham Area Transit Authority will afford equal employment opportunities to employees and applicants, and will not tolerate discrimination based on gender, race, sex, religion, color, creed, age, national origin, ancestry, marital status, citizenship status, veteran status, disability, sexual orientation or any other factor prohibited by applicable federal, state or local law.

This policy applies to all terms, conditions, employment practices and privileges of employment including recruitment, selection, on-boarding, initial periods of employment, job assignments, training and development, working conditions, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreation programs, termination and separation and other terms and conditions of employment.

The responsibility for the implementation and monitoring of the EEO Program is assigned to Patricia Hawkins, Procurement Specialist/Civil Rights & DBE Officer. Within their respective areas of responsibility, all managerial and supervisory personnel are accountable to ensure compliance with this policy. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. In addition, performance by managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals. The performance of managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals. Any employee or applicant has a right to file a discrimination complaint. In the event the complaint is HR related, applicants or employees may file their complaint with the Procurement Specialist/Civil Rights & DBE Officer.

Procurement Specialist/Civil Rights & DBE Officer
Chatham Area Transit Authority
900 E. Gwinnett Street
Savannah, GA 31401
Telephone: (912) 629-3919
Patricia.hawkins@catchacat.org



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Chatham Area Transit Authority is committed to the support of its Equal Employment Opportunity Policy and will be responsible for the following actions:

- Poster displays regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants include the statement "Chatham Area Transit Authority is an Equal Opportunity Employer - M/F/D/V." All managerial and supervisory personnel are advised of their progress in meeting equal employment opportunity goals is considered an important factor in their performance and will be considered in the performance appraisal process.
- Employees and applicants are encouraged to report to the EEO Officer any complaint that the employee or applicant perceived to be discrimination or unlawful harassment and/or violations of the ADA. Chatham Area Transit Authority forbids any form of unlawful harassment for any circumstances as well as any harassment covered under the ADA affecting employees, passengers or others. Complaints are investigated immediately and handled as confidentially as possible.
- In the event that the complaint in any way might compromise the EEO Officer, the employee or applicant may escalate their complaint to the Executive Director/CEO of Chatham Area Transit at telephone: (912) 629-3925 or online at www.catchacat.org.
- Chatham Area Transit Authority forbids retaliation against any individual who in good faith files a charge of discrimination, reports harassment or who assists, testifies, or participate in an equal employment proceeding.

APPLIES TO:

All employees of employees and candidates for employment for Chatham Area Transit Authority.