
GREATER LYNCHBURG TRANSIT COMPANY

Central Virginia Transit Management Co., Inc.



Equal Employment Opportunity Program Policy Statement

GLTC/CVTMCI recognizes and acknowledges its responsibilities in the area of equal employment opportunity and does hereby certify, under the provisions of the management contract, that it will take all necessary action to ensure that the policies and practices contained herein are fully and completely carried out.

The purpose of this program is to ensure the promotion of equal opportunity for all persons employed or seeking employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.. This program is action-oriented and will be reevaluated and revised when necessary. The details of policy and commitment to equal employment are set forth in this document, including the major components listed below:

- GLTC is committed to Equal Employment Opportunities for all persons, regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class
- GLTC is committed to undertake an affirmative action program, including goals and timetables, in order to overcome the effects of past discrimination on minorities and women
- The responsibility for the implementation of the EEO program is assigned to the EEO Officer which is designated by and will report directly to the General Manager
- All management personnel will share in this responsibility and will be assigned specific tasks to assure compliance is achieved
- Applicants and employees have the right to file complaints alleging discrimination with the appropriate official
- Performance by managers, supervisors, etc., will be evaluated on the success of the EEO program the same way as their performance on other agency's goals
- That successful achievement of EEO goals will provide benefits to the recipient/subrecipients/contractor through greater utilization and development of previously underutilized resources

It shall be the policy of the GLTC/CVTMCI to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruiting, hiring, training, promotions, transfers, demotions, layoffs, terminations, rates of pay, and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

No practice, activity, policy or decision which discriminates against an individual or group on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class shall be allowed to stand.

Affirmative action will be taken to identify the areas where minorities and women are under-utilized, if any, and a vigorous effort will be made to correct any employment imbalances. All decisions with regard to recruitment, hiring, promotion, training, transfers, demotions, layoffs, compensation, and terminations will be made in a manner that will further the principles of equal employment for all.

GLTC/CVTMCI is committed to developing a written nondiscrimination program that sets forth the policies, practices, and procedures and will make available for inspection by any employee or applicant upon request. If necessary, goals

will be established in all categories of employment to achieve a balance that reflects the availability of minorities and women in the Lynchburg area labor market. The purpose of this commitment to goals is to meet the equal opportunity clause of GLTC's grant contract with the Federal Transit Administration. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee.

All employees have the right to work in an environment free of discriminatory conduct, insults, and ridicule. The use of sexist and racial terms by employees will not be tolerated. Sexual harassment is a form of sex discrimination. The courts and the EEOC define it as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission is made explicitly or implicitly a term or condition of employment.
- Submission or rejection is used as the basis for employment decisions.
- The conduct has the purpose or effect of substantially interfering with an individual's work or creates a hostile, intimidating, or offensive work environment.

GLTC/CVTMCI will make every effort to provide reasonable accommodation to applicants and employees who need them because of a disability or to practice or observe their religion, absent an undue hardship.

All management personnel share in the civil rights responsibility and will be assigned specific tasks to assure compliance is achieved. The performance by managers and supervisors will be evaluated on the success of the civil rights program in the same way as performance on other agency's goals, and successful achievement of civil rights goals will provide benefits through greater utilization and development of previously underutilized resources.

These policies shall be applied to all aspects of recruiting, hiring, training, compensation, upgrading, promotion, retention, transfer, and working conditions of employees not covered by the collective bargaining agreement with Amalgamated Transit Union and shall also be applied to employees who are covered by the bargaining agreement insofar as they are not superseded by provisions of the prevailing collective bargaining agreement.

To ensure that these policies and practices are carried out the Assistant General Manager has been designated as the Equal Employment Opportunity Officer and can be reached as follows:

Amanda Richardson
Assistant General Manager
PO Box 11286
Lynchburg, VA 24506-1286
434-455-5085
arichardson@gtconline.com

If any employee feels that he/she has been discriminated against, he/she may file a complaint with the EEO Officer, either orally or in writing (see Civil Rights Complaint Procedures). Retaliation against an individual who files a charge or complaint of discrimination, participates in an employee discrimination proceeding, or otherwise engages in protected activities is strictly prohibited and will not be tolerated.

As the General Manager I am personally committed to maintaining overall responsibility and accountability for GLTC/CVTMCI's compliance without EEO Policy and Program. It is my commitment to oversee a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under guidelines of our EEO Policy and Program.



Brian Booth, CCTM
General Manager

Greater Lynchburg Transit Company/Central Virginia Transit Management Company, Inc.