



Equal Employment and Service Equity Policy

I. PURPOSE

The Equal Employment Opportunity Program (EEOP) for equal employment opportunity is the Des Moines Area Regional Transit Authority's (DART) written commitment to ensure equality of opportunities in its employment practices, as well as equal opportunity for vendors, contractors, and suppliers in its procurement activities, and in the delivery of transit services.

II. POLICY

DART believes in an equal employment opportunity for all individuals, with a policy that will be administered without regard to race, color, creed, religion, sex, marital status, national origin, sexual orientation, ancestry, age, military status (except for unfavorable military discharge) or disability, provided that the individual with the disability is able to perform with or without accommodations the essential functions of the job that he or she holds or desires to hold. This policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities and participation in all company-sponsored activities, including the following:

1. Recruitment, advertising and job application procedures.
2. Hiring, upgrading, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring.
3. Rates of pay or any other form of compensation and changes in compensation.
4. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists.
5. Leaves of absence, sick leave, or any other leave.
6. Fringe benefits available by virtue of employment.
7. Selection and financial support for training, including: apprenticeship, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training; and;
8. Any other term, condition or privilege of employment.

DART endeavors to make reasonable accommodations for employees with known disabilities and for the known religious observations and practices of any employee or prospective employee, unless such an accommodation imposes an undue hardship to the conduct of DART's business.

An internal complaint procedure is provided to address and resolve complaints of discrimination, including retaliation and harassment. Appropriate action will be taken to prevent discrimination, retaliation, and harassment and to ensure that the rights of employees who file complaints are respected.

DART complies with all appropriate federal and state laws, rules and regulations, and gives special attention to increasing the participation of minorities, females, and disabled individuals in all facets of DART's activities. In order to achieve equal employment opportunities, DART administers an aggressive Equal Employment Opportunity Program to recruit, train and promote qualified females and minorities. The ultimate goal is to reach parity (i.e., representation of minority group members and females at all levels in the workforce commensurate with their availability in the appropriate external labor market). As DART strives to achieve parity in the workplace, the relevant labor market is DART's guide in monitoring progress. However, the EEOP does not impede the interests of non-members of protected classes. The EEOP details action programs to be undertaken to meet equal employment opportunity goals.



In the area of contracting for goods and services, DART requires all contractors, vendors and suppliers to comply with appropriate federal and state laws, rules and regulations and the EEO policies of DART. This includes the submission of an affidavit by the contractor that the contractor does not and will not discriminate in its employment practices on the basis of race, color, creed, religion, sex, marital status, national origin, sexual orientation, ancestry, age, military status or disability.

III. AFFIRMATIVE ACTION

DART is an Affirmative Action/Equal Opportunity employer. The Affirmative Action plan is DART's written commitment to undertake specific actions to ensure equality of opportunity in its employment practices, contracting for goods and services and transportation activities. The plan is intended to assure the employment, promotion, and retention of personnel and the contracting for goods and services on the basis of qualifications and without regard to race, color, creed, religion, sex, marital status, national origin, sexual orientation, ancestry, age, military status (except for unfavorable military discharge) or disability, provided that the individual with the disability is able to perform with or without accommodations the essential functions of the job that he or she holds or desires to hold.

Affirmative Action means positive, continuing, goal-oriented activities by an employer, which assure that employment opportunities are available to all segments of the community. Affirmative Action requires the elimination of any barriers in the employment process which have had the effect of denying equal opportunities to certain segments of the work force.

If you have any questions regarding our Affirmative Action/Equal Employment Opportunity Policy, feel free to contact the Human Resources Director.

Consistent with the provisions of Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination from DART transit service and related activities. All operations of DART must demonstrate a commitment to the Equal Employment and Service Equity Policy.

Any DART employee who violates this policy will be subject to appropriate disciplinary action.

Dated May 22, 2007