

## Statement of Equal Employment Opportunity Policy

OCTA practices equal opportunity and non-discrimination in all personnel actions. As part of the commitment to equal employment opportunity and affirmative action, OCTA has developed this written nondiscrimination program and makes the EEO/AAP Program available for inspection. All new hires receive copies of the OCTA Equal Employment Opportunity (EEO) and Workplace Harassment Prevention Policies, and the policies are posted at each work location.

All employees are informed that the EEO Officer is Maggie McJilton, Executive Director of People and Community Engagement under the title of Federal Compliance Officer. Employees with concerns or questions about the OCTA Equal Employment Opportunity/Affirmative Action Plan, Equal Employment Opportunity Policy, and/or Workplace Harassment Prevention Policy are encouraged to contact the Federal Compliance Officer or an Employee Relations Representative in the Labor and Employee Relations Section of the Human Resources Department.

The Federal Compliance Officer, or her designee, meets periodically with appropriate management to discuss EEO responsibilities, review the Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) progress, and to develop personnel action alternatives, if required. The Federal Compliance Officer and her staff also have the responsibility of the EEO/AAP annual and semiannual updates. All OCTA executives, management, and supervisory personnel share in the responsibility for implementing and monitoring OCTA's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. All of these actions support the OCTA practice of equal opportunity in employment. The OCTA Equal Employment Opportunity Policy includes, without limitation, the following commitments:

- I. To continue to provide equal employment opportunity to all qualified persons and to continue to recruit, hire, train, promote, and compensate qualified persons in all jobs without regard to race, color, religion, creed, ancestry, national origin, age, sex, pregnancy, gender, gender identity and/or expression, sexual orientation, marital status, medical condition, disability, genetic information, military and veteran status, or other legally protected status as established by federal or state law.
- II. To periodically audit and evaluate all areas of its employment practices under the principles of equal employment opportunity, as well as identify and analyze possible problem areas. Examples of employment practices that are reviewed include the following:
  - A. Recruitment and Selection – The recruitment, testing and hiring of all personnel will be non-discriminatory with regard to race, color, religion, creed, ancestry, national origin, age, sex, pregnancy, gender, gender identity and/or expression, sexual orientation, marital status, medical condition, disability, genetic information, military and veteran status, or other protected status as established by federal or state law. Selections of

hiring candidates are based on knowledge, skills, abilities, and qualifications for the job.

- B. To provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion. All Management and supervisor personnel share in this responsibility and are assigned specific tasks to ensure and achieve compliance.
  - C. Promotions – Individuals will continue to be upgraded and promoted on the basis of their abilities, skills, knowledge, experience, and performance. OCTA will continue to ensure that qualified minority and women employees, as well as those who can qualify through training, are considered for promotion. In making promotion decisions, the supervisors directly involved will ensure that promotions are based on valid occupational qualifications.
  - D. Transfers – The OCTA transfer application procedures are administered by the Human Resources Department. The transfer application procedure assures that qualified transfer applicants will be considered with other candidates for vacant positions, thus increasing greater job opportunities for qualified employees.
  - E. Layoffs – Should reductions in the OCTA workforce become necessary, layoffs will be based on nondiscriminatory factors. OCTA will consider each individual scheduled to be affected by a layoff to assure compliance with this policy and each applicable collective bargaining agreement and will make every good faith effort to ensure that minorities and women are treated in a nondiscriminatory manner.
- III. To continue to administer personnel programs in areas such as compensation, company-sponsored training, education tuition reimbursement, and social and recreational programs without regard to race, color, religion, creed, ancestry, national origin, age, sex, pregnancy, gender, gender identity and/or expression, sexual orientation, marital status, medical condition, disability, genetic information, military and veteran status, or other protected status as established by federal or state law.
- IV. To promulgate and administer the OCTA employee benefit plans, including retirement, pension, disability, and insurance benefits, in conformity with applicable regulations of appropriate regulatory agencies and consistent with federal and state laws.
- V. To review and update the EEO/AAP annually. EEO/AAP updates will be reviewed with appropriate management personnel, and a mid-year Interim Report will be provided to management to assist in measuring the status of the EEO/AAP target goals. OCTA periodically reviews personnel actions and publishes the results in the EEO/AAP.

As previously stated, OCTA prohibits workplace harassment, including sexual harassment, which is a form of gender discrimination. OCTA prohibits discrimination on the basis of gender and race (among other protected categories under the California Fair Employment and Housing Act and Title VII) and management has been made aware of this requirement. Among other forms of discrimination that undermine equal opportunity are religious and national origin discrimination. Religious and national origin discrimination are not tolerated at OCTA. Also included are OCTA's Equal Employment Opportunity/Affirmative Action Policy and Workplace Harassment & Discrimination Prevention Policy with accompanying respective memos notifying all personnel of said OCTA policies.

The contact for the Federal Compliance Officer (EEO Officer) is as follows:

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