



## **2013 EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY STATEMENT**

It is important to remind all employees of the Kansas City Area Transportation Authority that this organization is opposed to any acts of discrimination on the basis of race, age, color, disability, religion, sex, national origin or veteran status. In furtherance of this policy, the following procedure has been established for filing and handling complaints of any employee based on alleged acts of discrimination due to race, age, color, disability, religion, sex, national origin or veteran status:

Charges related to or in any way felt to be the result of discrimination because of race, age, color, disability, religion, sex, national origin or veteran status may be presented to the Equal Employment Opportunity Officer. Complaints must be filed within 120 days after the alleged discrimination unless the alleged discrimination is continuing, in which case the complaint may be filed at any time. The employee may submit a written complaint alleging discrimination in an envelope marked "Confidential" if he or she wishes to do so, or the employee may communicate directly with the Equal Employment Opportunity Officer at 1200 East 18<sup>th</sup> Street. Complaints will be acknowledged in writing at the home address of the employee within ten (10) days of receipt of the complaint.

Confidentiality will be maintained as far as practicable. If it is necessary to identify the employee, the employee will be advised in advance and will be told why it is necessary to identify him or her. If an employee is not willing to have his or her name released, and the case cannot proceed without permission, the case will be considered "closed" and the employee will be so notified in writing.

If the employee wishes to have a representative present at any discussion between the employee and the Equal Employment Opportunity Officer, the employee's request will be honored and a representative will be given an opportunity to be present. All such discussions will be held in privacy away from the employee's work area.

On the basis of the facts developed, a decision will be rendered in writing within ten (10) business days after the completion of the investigation. A copy of the written decision will be promptly furnished to the employee making the complaint. If corrective or remedial action is found warranted, such decision will state the nature of the action which will be taken by the Authority and specify

when the action will be taken. If the employee making the complaint wishes to appeal this decision, the Equal Employment Opportunity Officer will convene a meeting of the EEO Committee and proceed with a hearing within seven (7) business days of receipt of the appeal. The EEO Committee will review the case and render a decision within ten (10) business days of the hearing.

If the complainant of alleged discrimination is dissatisfied with the decision or there is a conflict of interest on the part of the EEO Officer, he or she, or a representative may elect to file a written complaint with the General Manager. If the complainant is dissatisfied with the decision of the General Manager or there is a conflict of interest, a complaint may be filed with the Secretary of Transportation, Federal Transit Administration, 400 Seventh Street, S.W., Washington, DC 20590, or the State Human Rights Commission, or the Kansas City Human Relations Commission or the Office of Federal Contract Compliance.

Employees who file complaints or who testify, assist, or participate in any manner in an investigation or hearing will be safeguarded against intimidation, coercion, retaliation or discrimination in any manner. All such acts against complainants or other participants should be reported immediately to the Equal Employment Opportunity Officer, who is required to notify the General Manager immediately.

The foregoing procedure is separate and apart from the grievance procedure under the respective collective bargaining agreements with Division 1287, Amalgamated Transit Union.

All employees are directed to fully cooperate in carrying out this policy of the Authority and to avoid acts of discrimination, or the appearance of discrimination, on the basis of race, age, color, disability, religion, sex, national origin, or veteran status.

Any person who believes he or she has experienced discrimination should contact:

BRENDA MACK– DIRECTOR OF HUMAN RESOURCES/EEO OFFICER  
HUMAN RESOURCES DEPARTMENT  
KANSAS CITY AREA TRANSPORTATION AUTHORITY  
BREEN BUILDING – 1200 EAST 18TH STREET  
KANSAS CITY, MO 64108  
TELEPHONE: (816) 346-0204



Robbie W. Makinen, Board Chair



Mark E. Huffer, General Manager