

GUNNISON VALLEY RURAL TRANSPORTATION AUTHORITY
FEDERAL EMPLOYMENT MANDATE POLICY

1.1 COMBINED EQUAL EMPLOYMENT OPPORTUNITY (EEO)/SEXUAL HARASSMENT POLICY

The Gunnison Valley Rural Transportation Authority ("RTA") is dedicated to the principles of the Equal Employment Opportunity Act. We prohibit unlawful discrimination against applicants or employees on the basis of age over 40, race, sex, color, religion, national origin, disability, or any other applicable status protected by state or local law.

The RTA prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined below. The situation will be promptly investigated.

1.2 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION

The RTA will make reasonable accommodations for qualified individuals with known disabilities as defined by the ADA unless doing so would result in an undue hardship to RTA. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

1.3 UNLAWFUL EEO HARASSMENT

The RTA strives to maintain a work environment free of unlawful harassment. In doing so, the RTA prohibits unlawful harassment because of age over 40, race, sex, color, religion, national origin, disability, or any other legally protected status.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes, but is not limited to, the following:

- ◆ Written form such as cartoons, e-mail, posters, drawings, or photographs.
- ◆ Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- ◆ Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

1.4 Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the RTA believes it warrants separate emphasis.

The RTA strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- ◆ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
- ◆ Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- ◆ Written form such as cartoons, posters, calendars, notes, letters, e-mail;
- ◆ Verbal form such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates;

- ◆ Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

1.5 EEO/HARASSMENT COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The RTA expects employees to make a timely complaint to enable the RTA to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Executive Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

If the RTA determines that an employee's behavior is in violation of this policy, disciplinary action will be taken against the offending employee, up to and including termination of employment.