

# DELAWARE COUNTY TRANSIT BOARD

## POLICY

Policy Name	Resolution Number	Origin Date	Approval Date
Employee Affirmative Action and Civil Rights	16-08-04	10/25/99	Aug. 2016— Update Name Change 2.24.2020

*NOTE: The Delaware County Transit Board (AKA: DCTB) is the governing body of Delaware County's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code section 306.01 and 306.02. Delaware County Transit (AKA: DCT) is the common name given to the public transit system. This policy is established and set forth under the authority of the Delaware County Transit Board and/ or the Executive Director of the Delaware Area Transit Agency. DCT and DCTB may be used interchangeably in this policy.*

### **PURPOSE**

The Delaware County Transit Board (DCTB) believes in basic civil and human rights of all individuals and is committed to securing and protecting these rights.

### **SCOPE**

This policy applies to the following: all classified employees of DCTB.

### **DISTRIBUTION**

All classified employees through the DCTB employee handbook

### **DEFINITIONS**

As used in this policy, the following terms and phrases shall be defined as follows:

**EEO** - The Equal Employment Opportunity Act of 1972, which prohibits discrimination in the workplace based on race, color, national origin, religion, gender, age, disability, genetic information, or ancestry.

**ADA** - The Americans with Disabilities Act of 1990, a civil rights law addressing the needs of people with disabilities, prohibiting discrimination in employment, public services, public accommodations, and telecommunications.

### **POLICY STATEMENT**

It is the policy of the DCTB that services, employment and access to facilities shall, consistent with federal and Ohio law, be provided to all otherwise eligible individuals without regard to race, color, national origin, religion, gender, age, disability, genetic information, sexual orientation, or ancestry.

#### **I. EQUAL ACCESS TO PROGRAMS AND FACILITIES**

DCT shall not discriminate in transportation services to customers or potential customers. All persons having occasion either to refer or accept customers for transportation services or to make recommendations for service are advised to do so in a nondiscriminatory manner.

DCT will make reasonable accommodations to provide services to disabled customers. DCT employees shall make themselves accessible to customers for transportation services. Communication shall be aided through available means, such as interpreters, Braille documents, and adaptive communication boards as

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requested. Issues shall be explained by DCT employees in terms which can be understood by the customer.

## **II. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The DCTB is an equal opportunity employer and shall not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, sexual orientation, or other unlawful bias. All employment practices such as recruitment, employment, training, advertising, layoff, termination, upgrading, demotion, transfer, rates of pay, benefits, and compensation shall be made without regard to the above listed categories. The qualifications and duties of each position shall be based upon actual requirements and shall not be discriminatory.

The DCTB will not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee, or applicant for employment, on the grounds listed above. Employees or applicants who believe they have been subject to unlawful discrimination or harassment by an employee, supervisor, or other individual affiliated with DCTB shall immediately report the conduct, in writing, to a supervisor, director, or human resources.

### **Complaint Procedure**

Discrimination complaints involving an incident or series of incidents due to race, color, national origin, religion, sex, sexual orientation, disability, ancestry, or age (40 years or older) are to be filed within thirty (30) days of the alleged discriminatory incident with DCT's Human Resources Coordinator and may also be filed within the applicable statutory time limit with the Ohio Civil Rights Commission or with the Federal Equal Employment Opportunity Commission.

## **III. AMERICANS WITH DISABILITIES (ADA)**

The DCTB prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he or she holds or desires and must be able to perform the essential functions of his or her position, with or without a reasonable accommodation.

The DCTB will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis. An employee who wishes to request an accommodation shall direct such request to the department supervisor, director, or executive director, each of whom shall have the authority and responsibility to work directly with Human Resources to investigate and take appropriate action concerning the complaint. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Pursuant to the Americans with Disabilities Act of 1990, the DCTB has adopted a complaint procedure to address potential accessibility concerns with DCTB facilities, services, employment, and programs. Any concerns with accessibility should be brought to the attention of your immediate supervisor or Human Resources. Any employee who feels that his or her rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.