



**Equal Opportunity / Affirmative Action Policy Statement**

Skagit Transit is an Equal Opportunity Affirmative Action (EEO/AA) employer. As such, it is the policy and practice of Skagit Transit that:

1. All employment actions, including but not limited to recruitment, hiring/selection, upgrading, transfer, promotion, training, compensation, demotion, layoff, termination, and all other conditions of employment and treatment of employees, will be administered without regard to race, color, religion, national origin, sex/gender (including gender identity and pregnancy), sexual orientation, age, genetic information, physical or mental disability, veteran status, and/or an individual's status as a part of any other protected class.
2. Skagit Transit is committed to developing and implementing a written nondiscrimination and affirmative action program consistent with Federal laws, court decisions, Executive Orders, and regulations, that sets forth policies, practices and procedures and includes goals and timetables, in order to prevent discrimination and overcome the effects of past discrimination on minorities and women (EEO Program). The EEO Program will be made available for inspection by any employee or applicant upon request.
3. Dale O'Brien, Executive Director of Skagit Transit is the Equal Employment Opportunity Chief Executive Officer (CEO) and is responsible for approving and enforcing the provisions of the EEO and Affirmative Action programs, policies, and plans, as developed by designated staff. The responsibility for the implementation of the EEO Program is assigned to Motoko Pleasant, Manager of Finance and Administration/EEO Officer, who reports directly to the CEO. The EEO Officer can be contacted by phone at (360) 757-8801 Ext. 1601, and by email at [mpleasant@skagittransit.org](mailto:mpleasant@skagittransit.org) or [EEOfficer@skagittransit.org](mailto:EEOfficer@skagittransit.org).
4. All Skagit Transit managers and supervisors share the responsibility of ensuring compliance is achieved through understanding, communicating, and active involvement in the support of this policy. Performance evaluations of managers and supervisors shall include evaluating the success of the EEO program in the same manner as performance on other goals.
5. All applicants and employees have the right to file complaints alleging discrimination with the EEO Officer and Federal or State Civil Rights Commissions, and EEOC.
6. Retaliation against an individual who files a complaint, participates in an employment discrimination proceeding, or otherwise engages in protected activity is strictly prohibited and will not be tolerated.
7. Skagit Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability, or to practice or observe their religion (absent undue hardship on Skagit Transit's part).

8. This policy extends to all areas of employment including recruitment, selection and placement, compensation, upgrading, promotion, transfer, discipline, demotion, lay-off, termination, training, daily working conditions, benefits and all other terms and conditions of employment.
9. The successful achievement of Skagit Transit's EEO program goals will provide benefits to the agency through fuller utilization and development of underutilized Human Resources. Goals and objectives have been established to continue efforts of correcting any residual underutilizations of persons in Skagit Transit's workforce that may still exist and to further advance Skagit Transit's ongoing commitment and practice in ensuring that all barriers in Equal Employment Opportunity, real or perceived, are removed.

Skagit Transit will effectively comply with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Executive Orders Nos. 11246, 11375, and 11625, and all other applicable laws, codes, and regulations.

Approved by:   
Executive Director, EEO Chief Executive Officer

As of March 1, 2018

NOTE: Skagit Transit's prior EEO Policy Statement was adopted on March 29, 2017, but Skagit Transit reviewed and updated its policy as part of the EEO Program development.