

# Letter from the President

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April 2002

## RE: EQUAL EMPLOYMENT OPPORTUNITY POLICY

Dear Fellow Employees:

It has been and will continue to be the policy of MTA New York City Transit, MaBSTOA and SIRTOA, to be an Equal Opportunity Employer. In keeping with this Policy, MTA NYC Transit will continue to administer all personnel policies, practices, and benefits of employment in a non-discriminatory manner. Equal Employment Opportunity (EEO) exists when employment decisions are made without unlawful consideration being given to race, color, religion, creed, sex, national origin, age, disability, marital or veteran's status, sexual orientation or arrest/conviction records. In addition, MTA NYC Transit will continue to base all employment decisions on objective standards and in a manner consistent with the objective of providing equal employment opportunities for all employees and applicants for employment.

Discrimination is also prohibited with regard to terms and conditions of employment, including policies and practices affecting

- Recruitment, Hiring and Placement
- Performance Evaluation
- Disciplinary Actions, Layoff, Recalls or Terminations
- Work Assignments and Working Conditions
- Training and Educational Programs
- Compensation or Benefits
- Promotions, Demotions or Transfers

We have established an Equal Employment Opportunity Program designed to ensure equality of opportunity for all employees and applicants for employment. All managers and supervisors share responsibility for implementing the goals of the Equal Employment Opportunity Program, and their performance toward achieving these goals will be measured in the same manner as their performance toward other business goals. MTA NYC Transit is proud of its record in promoting equal employment opportunities and will continue in its efforts to ensure the fuller utilization and development of previously underutilized human resources.

Acts of discrimination among employees are inappropriate and will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Kenneth A. Neal, Director, MTA Office of Civil Rights, is responsible for coordinating MTA NYC Transit's EEO Program. Any employee or applicant for employment who believes that he/she has suffered unlawful discrimination should immediately contact his/her supervisor, Departmental EEO Liaison, and/or Mr. Neal at 370 Jay Street, Room 1322, Brooklyn, New York. Mr. Neal can be reached by telephone at (718) 243-7568, or (212) 878-7217. In addition, an employee or an applicant for employment may contact the MTA Office of Civil Rights, Division of Equal Employment Opportunity at (718) 694-4717. In all cases, confidentiality will be maintained throughout the investigation to the extent practical and consistent with New York City Transit's obligation to undertake a full inquiry and to make a determination.