

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT OF POLICY

As Chief Executive Officer of the Delaware Transit Corporation (DTC), I want to inform you of DTC's commitment to the Equal Employment Opportunity/Affirmative Action Plan. The Plan is designed to support our efforts to provide quality service, enhance efficiency, and cultivate a thriving internal environment that embraces workforce diversity. DTC recognizes and values the diversity of its workforce and the benefits of that diversity to transit programs and services provided to the citizens of the State of Delaware.

DTC is committed to providing equal employment opportunity to all persons and will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, gender identity, pregnancy/childbirth/related medical conditions or any other protected category. As per Delaware Code, victims of domestic violence are included as a protected category. DTC will implement its commitment to equal employment opportunity and diversity in all of its employment practices, including but not limited to:

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| (1) Recruitment | (7) Training |
| (2) Selection | (8) Benefits |
| (3) Promotion | (9) Demotions |
| (4) Termination | (10) Layoffs/Recalls |
| (5) Transfer | (11) Other terms & conditions of employment |
| (6) Compensation/Rates of Pay | |

A key component of EEO is the commitment to Affirmation Action. When workforce underutilization is identified, goals and associated timetables will be established. Through good faith efforts, DTC is committed to the successful achievement of these goals. By achieving its EEO/AA goals, DTC will maximize the full potential of a diverse workforce and create an inclusive, engaged, and productive workplace which contributes to the overall success of the corporation.

Reporting directly to the CEO, the Director of Civil Rights, Bonnie Hitch, represents DTC as its EEO Officer and is responsible for the administration of all EEO/AA programs, including monitoring efforts, providing related training and processing EEO related complaints.

All DTC personnel with hiring responsibilities are responsible for ensuring their employment decisions comply with Federal and state laws and regulations, DTC personnel policies, and DTC's EEO/AA Plan. All management personnel share in the responsibility for implementing DTC's EEO/AA Plan and will be assigned specific tasks to assure compliance is achieved. All management personnel will be evaluated on the success of DTC's EEO/AA Plan the same way as their performance on other agency goals is evaluated.

DTC has a complaint procedure that provides employees and applicants a process to report, and to have investigated, job-related actions that involve alleged discrimination, harassment or retaliation. Employees and applicants are expected to cooperate fully during the conduct of such investigations. By law, employees and applicants are protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

Employees or applicants who believe that they have been unlawfully discriminated against, been subjected to harassment or retaliation, or have witnessed such conduct, may file a complaint with:

DTC OFFICE OF CIVIL RIGHTS 1-800-652-3278, Option 8 (Voice Mail Box available 24/7 – Calls returned within one business day)	
Bonnie Hitch, Director of Civil Rights bonnie.hitch@state.de.us 302-760-2809 Cell/Text 302-242-8159	Diana Williams, EEO/AA Compliance Specialist diana.williams@state.de.us 302-576-6088

While this document does not constitute an employment contract between DTC and its employees, it embodies our endorsement of the principles of equal employment opportunity as a vital element in the corporation's continued success. In this regard, it is the intent and resolve of DTC to fully comply with all applicable laws for establishing and implementing anti-discrimination policies.

A copy of DTC's Equal Employment Opportunity/Affirmative Action Plan is available on our website or through the Office of Civil Rights.

www.dartfirststate.com

John T. Sisson, DTC Chief Executive Officer
February 2016

