



PRTC/VRE EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Potomac and Rappahannock Transportation Commission ("PRTC") and Virginia Railway Express ("VRE") provide public transit services to some of the most diverse communities in the United States. We take pride in serving these communities and have a strong, sustained commitment to fostering that same diversity within our workforce.

It is the policy of PRTC/VRE to promote equal employment opportunities through a positive initiative designed to foster diversity, equity, and inclusion, as well as, ensure nondiscrimination. This approach allows us to both further our business goals and fully utilize PRTC/VRE talent. To assure equal employment opportunity, we reaffirm, unequivocally, PRTC/VRE's continuing commitment to take positive actions in outreach, hiring, and the development and advancement of employees. All qualified individuals shall be afforded equal employment opportunities regardless of race, color, religion, national origin, sex (including gender identity and sexual orientation), pregnancy (including childbirth or related medical conditions), age, genetic information, disability, status as a veteran, marital status, or any other protected class. Our subrecipients and contractors are expected to provide the same commitment to non-discrimination and shall be monitored for the same.

This policy applies to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection practices and hiring, placement, employee training/development, promotion or upgrading, transfer, rates of pay and other forms of compensation, benefits, educational assistance, demotion, layoffs and recall, social and recreation programs, employee facilities, termination and retirement.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. All applicants or employees are allowed to request reasonable accommodations because of disability or to practice or observe their religion, absent undue hardship.

We are personally committed to the concept of equal opportunity and will continue to strive aggressively until it is clear that equality of opportunity at PRTC/VRE is an integral part of our operations. PRTC/VRE will develop a written Diversity, Equity and Inclusion Plan which will be available for inspection upon request by any employee or applicant for employment. While the ultimate responsibility for compliance with this EEO Policy rests with us, it must be clearly understood that diversity, equity, and inclusion is the shared responsibility of every member of management at every level of supervision. Each member of management is personally and individually responsible for communicating, disseminating and implementing the EEO Policy and for using every means available to ensure that nondiscrimination is practiced within his or her area of responsibility. Management's successful implementation of the EEO Policy and furtherance of equal employment are key components of performance management and goal-attainment. Supervisors and managers will be evaluated on this policy and implementation in the same way their performance is assessed regarding other agency goals. Successful achievement of equal employment opportunity goals will foster a more fully utilized and inclusive workforce and develop previously underutilized human resource talent.

To ensure responsiveness to both the letter and the spirit of the law and to the Commissions' commitment to equal employment opportunity, we have assigned Ms. Betsy Massie as the Equal Employment Opportunity Officer for PRTC and Mr. Joseph Swartz as the Equal Employment Opportunity Officer for VRE with day-to-day responsibility for oversight and implementation, monitoring, preparation of the program, and complaint investigation, reporting directly to us.

PRTC/VRE is committed to making reasonable accommodations for applicants and employees with disabilities as well as making its programs and services accessible. Questions or comments, requests for accommodation, and employee or applicant complaints may be filed with Ms. Betsy Massie, Director of Grants and Project Management and EEO Officer, PRTC at 703-580-6113 (or with Ms. Cynthia Porter-Johnson, at 703-580-6147 should there be an appearance of a conflict of interest), and Mr. Joseph Swartz, Chief of Staff and EEO Officer, VRE at 703-838-5425 (or with Ms. Anna Gotthardt, at 703-838-5422 should there be an appearance of a conflict of interest). Complaints may also be filed with the Secretary of Transportation, the FTA Director of Civil Rights, the EEOC, and appropriate federal/state/local agencies.

Signed on this date, 4/5/2021.

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Robert A. Schneider
Executive Director, PRTC

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Rich Dalton
Chief Executive Officer, VRE