

Equal Employment Opportunity and Affirmative Action Statement of Policy

It is the policy of Kitsap Transit not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Organization. The Organization will continue to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows:

Employment decisions at the Organization are based on legitimate job related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination based upon the individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristics protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Organization makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Organization's business.

Kitsap Transit is committed to an affirmative action program that includes goals and timetables. All managers and supervisors will take an active part in the Organization's AAP to ensure all qualified employees and prospective employees are considered and treated in a nondiscriminatory manner with respect to all employment decisions. Performance evaluations of managers and supervisors will also include the success of the EEO program. Furthermore, Kitsap Transit will solicit the cooperation and support of all employees for the Organization's Equal Employment Opportunity and Affirmative Action Policy.

Kitsap Transit and the Executive Director are fully committed to principals of equal employment opportunity and affirmative action. The Human Resources Director, Jeff Cartwright, has overall responsibility for the implementation of this policy, and the Human Resources department maintains reporting and monitoring procedures. Jeff Cartwright also supports the successful implementation of the Organization's Affirmative Action Programs. Marianne Rajan, Affirmative Action Officer and Equal employment Opportunity Officer is responsible for plan administration and implementation of the Organization's affirmative action activities. Marianne Rajan, who is also the Human Resources Manager, has the full support of top management and the staff necessary to fully implement this Program. The EEO Officer also has full access to the Agency's Executive Director with any AA/EEO concerns. In cases where Human Resource Department practices or policies may be

questioned, the EEO Officer has the ability to report directly to the Executive Director as evidenced in the Organizational chart, or to consult with outside counsel if a conflict of interest exists.

Our Affirmative Action Programs include an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of our Programs. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action.

Kitsap Transit also believes that the achievement of EEO goals will benefit recipients/subrecipients and/or contractors through fuller utilization and development of previously underutilized human resources.

In addition, Kitsap Transit recognizes the rights of employees and applicants to file discrimination complaints. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review or hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246, all as amended, and/or any other federal, state, or local law or regulation regarding Equal Employment Opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations.

A handwritten signature in black ink, appearing to read "John W. Clauson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John W. Clauson
Executive Director
May 1, 2015