

**CITY OF HUNTINGBURG**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**Objective**

The Huntingburg Transit System is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The Huntingburg Transit System prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The Huntingburg Transit System conforms to the spirit as well as to the letter of all applicable laws and regulations.

**Scope**

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Huntingburg Transit System and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Huntingburg Transit System.

**Dissemination and Implementation of Policy**

The City of Huntingburg HR department will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

**Procedures**

Huntingburg Transit System administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the elected official any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

## **Harassment**

Harassment is a form of unlawful discrimination and violates Huntingburg Transit System policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
- Huntingburg Transit System encourages employees to report all incidents of harassment to their Director or the HR department. The City of Huntingburg conducts harassment prevention training for all employees and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. The Huntingburg Transit System

investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

### **Filing Complaints**

City of Huntingburg employees should contact the Director of Transportation or HR to properly file an EEO Complaint.

### **Remedies**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Huntingburg Transit System will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Procedures:

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.

If an employee desires to file a harassment or discrimination charge against anyone in the City, the following procedures shall be followed:

- A. Any individual who believes that he/she has been harassed or discriminated against must report this information to his/her supervisor as soon as possible.
- B. Upon notification, the Supervisor will conduct a thorough investigation of the alleged incident. The investigation will consist of the following:
  1. A written statement from the victim, along with an interview
  2. Interviewing all of the witnesses to the alleged violation
  3. Interviewing the alleged violator
- C. A written analysis and decision will be provided to the victim, alleged violator, the board having management of the appropriate department, the Elected official and/or Supervisor.
- D. The Board having management of the appropriate department will conduct a hearing to render a final decision.
  1. The Board will meet within two weeks of the initial claim.
  2. The victim and the alleged violator will have the opportunity to make a statement and provide the Board with additional information if necessary.
  3. The Transit Director will render a final disposition at the closing of the hearing
  4. The Board's decision will be carried out immediately.