

I. PURPOSE

To reaffirm the Agency's continuing practice of non-discrimination in employment and to support the intent, as well as written word, regarding applicable state and federal laws.

II. POLICY

- A. It is the policy of the Santa Clara County Transportation Agency and its Board of Directors that no person shall knowingly be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Agency on the grounds of race, color, national origin or ancestry, religion, sex, age, disabled status, political beliefs, organizational affiliation, sexual/affectional orientation, marital status, medical condition, or because she or he is a veteran.
  - B. Further, it is the policy of the Agency that no person shall knowingly be discriminated against with regard to recruitment, selection, appointment, training, promotion, retention, discipline or any other aspect of employment because of race, color, national origin or ancestry, religion, sex, age, disabled status, political beliefs, organizational affiliation, sexual/affectional orientation, marital status, medical condition, or because she or he is a veteran.
  - C. It is the goal of the Agency to attain a workforce which includes, in all occupational fields and at all employment levels, ethnic minorities, women and disabled persons in numbers consistent with the ratio of these groups in the relevant labor market.
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Equal Employment Opportunity and Affirmative Action, Continued

- D. The Agency recognizes that mere prohibition of discriminatory practices is not enough to remedy the effects of past practices and to permit attainment of an equitable representation of ethnic minorities, women and disabled persons. Proactive, aggressive, continuing actions are required to attain this goal.
- E. Consequently, it is the will of the Board of Directors that the Agency take continuing affirmative action as required to ensure that:
- Employment by the Agency is kept open to all persons regardless of race, color, national origin or ancestry, religion, sex, age, disabled status, political beliefs, organizational affiliation, sexual/affectional orientation, marital status, medical condition, or because she or he is a veteran.
  - Any possible barriers to employment and promotion of ethnic minorities, women, and disabled persons are identified and removed.
  - Proactive, imaginative, continuing efforts are made to attract, retain and promote ethnic minorities, women, and disabled persons in numbers proportional to the relevant labor market.
  - Bilingual and bicultural persons are recruited and employed in all job classifications as needed to provide equitable services to all bilingual, bicultural segments of the community with special emphasis toward the County's Asian and Spanish-speaking residents, and other large identifiable groups.
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Equal Employment Opportunity and Affirmative Action, Continued

- F. The Equal Opportunities Office (EOO) Manager or designee will be responsible for coordinating the Affirmative Action Program to assure its implementation in recruitment, hiring, promotions and other personnel actions; to audit periodically the equal opportunity practices; and to provide guidance in resolving problems which may arise. Management personnel at every level share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved.
  - G. Any questions or concerns regarding this policy should be directed to the EOO Manager.
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