



Oahu Transit Services, Inc.

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**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
POLICY STATEMENT
August 1, 2019**

Oahu Transit Services, Inc. (OTS) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

OTS's Equal Employment Opportunity (EEO) policy applies to all areas of employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

An employee or job applicant who believes that s/he has experienced employment discrimination has the right to file a complaint with OTS's EEO Officer, the Department of Transportation Services' EEO Officer or the Federal Transit Administration's Office of Civil Rights. 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.


OTS is committed to providing reasonable accommodation to applicants and employees who need them because of a disability or to practice or observe their religion, absent due hardship.

As OTS's President and General Manager, I maintain overall responsibility and accountability for OTS's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed the Director of Civil Rights, Ms. Susan H. Kitsu, as OTS's EEO Officer. Ms. Kitsu may be reached at email: susan.kitsu@thebus.org or phone: 808-768-9491 or via relay. Ms. Kitsu will report directly to me and acts with my authority in all matters regarding EEO with all levels of management, labor unions, and employees.

All OTS executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring OTS's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. OTS will evaluate its managers' and supervisors' performance on their successful implementation of OTS' policies and procedures, in the same way OTS assesses their performance regarding other organizational goals.

OTS is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timelines, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well equitably under the guidelines of our EEO policy and Program.



J. ROGER MORTON
President and General Manager

8/1/19

Date