PRTC
Potomac and Rappahannock Transportation Commission

VRE

EQUAL EMPLOYMENT OPPORTUNITY AT PRTC/VRE

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 program of specific practices designed to foster diversity and ensure nondiscrimination in treatment to further our business goals through the full utilization of PRTC/VRE talent. To assure equal employment opportunity we reaffirm unequivocally PRTC /VRE's continuing commitment to take positive actions to outreach and affirmative action in hiring, and development and advancement in employment. All qualified individuals shall be afforded equal employment opportunities regardless of race, color, religion, creed, sex (including pregnancy), age, disability, national origin, and veteran's or marital status; and, subrecipients, contractors and subcontractors 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 and employee training/development, promotion or upgrading, transfer, compensation, benefits, educational assistance, demotion, layoffs and recall, social and recreation programs, employee facilities, termination and retirement.

PRTC/VRE has in place a comprehensive Affirmative Action Plan (AAP), a written statement of objectives and detailed, action-orientated programs that in order to overcome the effects of past discrimination in society may include goals and timetables in an attempt to close any identified gaps in the full utilization of qualified minorities and women. It is an expression of commitment, but will become reality only with the diligent efforts of every PRTC/VRE employee. 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. While the ultimate responsibility for implementation of this EEO/Affirmative Action Plan rests with us, it must be clearly understood that affirmative action is the shared responsibility of every member of management and level of supervision. Each member of management is personally and individually responsible for communicating, disseminating and implementing the AAP and for using every means available to ensure that nondiscrimination is practiced within his or her area of responsibility. Management's successful implementation of this AAP and furtherance of equal employment are key components of performance management and goal-attainment. Successful achievement of equal employment opportunity goals will foster a more fully utilized and inclusive workforce and development of 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. Marsha Reid as the Equal Employment Opportunity Officer for PRTC and Ms. Jennifer Mouchantaf as the Equal Employment Opportunity Officer for VRE with day-to-day responsibility for oversight and implementation, monitoring, and administration of the Affirmative Action Plan reporting directly to us. Community outreach and affirmative action, technical compliance, and nondiscrimination in all employment practices will be the result of our direct involvement, the commitment of senior PRTC/VRE management, and a strong diversity team comprised of Ms. Reid (EEO/AA), Ms. Mouchantaf (EEO/AA), Ms. Gotthardt (EEO/AA) and Ms. Porter-Johnson (Title VI/DBE).

PRTC/VRE supports inclusion of veterans, and prohibits discrimination against qualified applicants and employees with disabilities in hiring, promotions, discharge, compensation, job training, fringe benefits and other aspects of employment. 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 copies of the Affirmative Action Plan, requests for accommodation, and employee or applicant complaints may be filed with Ms. Marsha Reid, Manager of Human Resources and EEO Officer, PRTC at (703)580-6118 (or with Ms. Cynthia Porter-Johnson, at (703)580-6147 should there be an appearance of a conflict of interest), and Ms. Jennifer Mouchantaf, Deputy CEO and EEO Officer, VRE at (703)838-5414 (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, JUNE 1, 2012

Alfred H. Harf
Executive Director, PRTC

Dale Zehner
Chief Executive Officer, VRE