


# REGIONAL TRANSIT MEMO

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**DATE:** January 7, 2020  
**TO:** All Sacramento Regional Transit District Employees & Contractors  
**FROM:** Henry Li, General Manager/CEO   
**SUBJ:** Regional Transit's Equal Employment Opportunity Statement

Sacramento Regional Transit District (SacRT) is an equal opportunity employer with the responsibility to take every reasonable effort to prevent or eliminate workplace discrimination. It is illegal to discriminate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Please find attached the Equal Employment Opportunity Policy Statement for the Sacramento Regional Transit District (SacRT) signed for 2020. This policy statement along with federal and state law applies to all types of work situations, including hiring, firing, promotions, harassment, training, wages and benefits.

Should you have questions, contact Kim Holman, SacRT EEO Officer at (916) 557-0910 or [kholman@sacrt.com](mailto:kholman@sacrt.com).



# Regional Transit

**Sacramento Regional  
Transit District**  
A Public Transit Agency  
and Equal Opportunity Employer

**Administrative Offices**  
1400 29th Street  
Sacramento, CA 95816  
916-321-2800

**Mailing Address**  
P.O. Box 2110  
Sacramento, CA 95812-2110

**Human Resources**  
2810 O Street  
Sacramento, CA 95816  
916-556-0299

**Customer Service &  
Sales Center**  
1225 R Street  
Sacramento, CA 95811

**Route, Schedule & Fare  
Information**  
916-321-BUSS (2877)  
TDD 916-483-HEAR (4327)  
sacrt.com

Public Transit Since 1973

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Sacramento Regional Transit District (SacRT) is an equal opportunity employer with a strong commitment to the community we serve and our employees. 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 classes.

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

All employees and applicants for employment have the right to file complaints alleging discrimination and harassment. Retaliation against a person who files a charge 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.

SacRT is committed to providing reasonable accommodations to applicants for employment and employees who need them due to a disability or to practice or observe their religion, absent undue hardship.

As SacRT's General Manager/CEO, I maintain overall responsibility and accountability for SacRT's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I appoint Kim Holman as SacRT's EEO Officer, who may report directly to me or the SacRT Board of Directors and who acts with my authority with all levels of management, labor unions and employees. Contact Ms. Holman at 2811 O Street, Room 11, (916) 557-0910, or kholman@sacrt.com.

All SacRT executives, management and supervisory personnel share in the responsibility for implementing and monitoring RT's EEO Policy and Program within their respective areas. SacRT will evaluate the performance of its managers and supervisors on their successful implementation of SacRT's EEO policies and procedures, in the same way it assesses their performance regarding other agency goals.

SacRT is committed to undertaking and developing a written nondiscrimination program that sets forth the policies and procedures, with goals and timetables, to which the agency is committed. This program is available for inspection by any employee or applicant for employment upon request.

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

Henry Li, General Manager/CEO  
Sacramento Regional Transit District

01/07/2020  
Date