

# **Mid-South Transportation Management & Memphis Area Transit Authority (MATA)**

## **Equal Employment Opportunity (EEO) Program**

### **PURPOSE**

Mid-South Transportation Management's (MTM) Equal Employment Opportunity Program (EEO) reflects the company's commitment as an equal employment opportunity employer, ensuring the rights of all employees and applicants. MTM complies with the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Executive Order 11246 (as amended), the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act (ADA) of 1990, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and all other applicable federal, state, and local laws. This plan identifies and eliminates any discriminatory practices, ensuring full compliance with these legal standards.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

As a Memphis Area Transit Authority (MATA) contractor, MTM is an equal employment opportunity employer firmly committed to serving the community and supporting our employees. MTM strives for a workforce that mirrors the diversity of our community. We ensure that no individual is unlawfully excluded from employment based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or any other protected characteristic.

Our EEO policy applies to all aspects of employment, including recruitment, hiring, promotions, demotions, transfers, layoffs, termination, rates of pay, and training. MTM maintains a strict policy against retaliation for individuals who file complaints of discrimination, participate in investigations or proceedings, or engage in protected activities under federal and state law.

In compliance with the Americans with Disabilities Act (ADA), MTM provides reasonable accommodations to applicants and employees with disabilities and to individuals observing religious practices, except when doing so would cause undue hardship.

MTM is committed to maintaining a written Affirmative Action Plan (AAP) with measurable goals and timetables, ensuring the removal of employment barriers for underrepresented groups. This plan is reviewed regularly to meet the requirements of Executive Order 11246 and other federal contracting regulations.

### **HARASSMENT AND RETALIATION POLICY**

MTM prohibits workplace harassment, including sexual harassment, based on any protected characteristic. Our policy includes immediate disciplinary action for those violating these policies. We are committed to fostering a work environment free from hostility, intimidation, or coercion.

## REPORTING AND DISPUTE RESOLUTION PROCESS

Applicants and employees can file complaints alleging discrimination or harassment directly with the Senior Director of Compliance (SDC). MTM's dispute resolution process ensures that all complaints are promptly and thoroughly investigated, with appropriate corrective action taken when necessary. Employees have the option to escalate concerns through internal or external avenues, such as the Equal Employment Opportunity Commission (EEOC) or the Department of Labor.

## FTA COMPLIANCE

MTM adheres to the requirements set forth by the Federal Transit Administration (FTA), including maintaining and submitting regular Equal Employment Opportunity Program Reports to document progress toward established EEO goals. The SDC is responsible for compiling and submitting these reports and overseeing compliance with federal, state, and local regulations.

The SDC is accountable for MTM's EEO Policy and Program. The SDC will monitor daily compliance, report directly to the Chief Executive Officer (CEO), and coordinate with all management levels. MTM executives and management will also be evaluated based on their performance in implementing and maintaining EEO compliance with their departments.

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Date