



**MEMORANDUM**

**FROM:** David A. Lee, General Manager  
**DATE:** July 12, 2011  
**SUBJECT:** Equal Employment Opportunity (EEO) Policy Statement

It is the policy of the H.N.S. Management Company, Inc, d/b/a CTTRANSIT to provide equal employment opportunity for all persons regardless of race, color, creed, religion national origin, sex, age, disability, or any other protected class status. CTTRANSIT, in cooperation with all employees, is committed to implementing its Affirmative Action Program (AAP) that includes setting goals and timetables to successfully overcome the effects of past discrimination that affect minorities and women in the workforce. CTTRANSIT is committed to the policies of non-discrimination and equal opportunity for employment and wholeheartedly supports equal employment and economic opportunity at every level of employment including, but not limited to, hiring, promotion or upgrading, referring, demotion, classification or transfer; recruitment or recruitment advertising; layoff or termination/discharge; disciplinary actions, rates of pay or other forms of compensation including benefits; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. CTTRANSIT shall not discriminate against disabled individuals in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 or discriminate because of age in accordance with the requirements of the Age Discrimination Act and the applicable provisions of State law. Under Section 504 of the Rehabilitation Act of 1973, CTTRANSIT shall provide reasonable accommodation to qualified disabled individuals. Further CTTRANSIT will not discriminate against any protected class in the selection and retention of applicants, subcontractors, including procurement of materials and leases of equipment and shall use its best efforts to ensure subcontractor/subconsultant compliance with Federal and State Equal Opportunity requirements.

The overall responsibility for the effective implementation of the AAP has been assigned to Kimberlee Morton and Charlie Carson, EEO/AA Officers, located at P.O. Box 66, Leibert Road, Hartford, CT 06141, or by phone at 860-522-8101. The designated EEO/AA Officers are responsible for investigating complaints of discrimination and monitoring all personnel transactions to ensure fair and equal employment opportunities. These responsibilities include recruitment, selection and promotion, as well as compensation, benefits, transfers, work assignments, training and education and other similar personnel management and administration issues.

All Directors, managers and supervisors share the responsibility in the active participation of the achievement of the CTTRANSIT's equal employment opportunity objectives as outlined in the AAP and management performance will be evaluated in the same way as other Agency objectives. The successful achievement of our EEO/AAP goals will provide benefits to CTTRANSIT through fuller utilization and development of previously underutilized human resources.

All CTTRANSIT employees, applicants, contractors or vendors with problems, questions or complaints have the right to file a complaint and should contact Human Resources, P.O. Box 66, Leibert Road, Hartford, CT 06141, or by phone at 860-522-8101 or one of the EEO/AA Officers.