



**MEMORANDUM**

**FROM:** David A. Lee, General Manager  
**DATE:** August 1, 2017  
**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, *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/sub consultant compliance with Federal and State Equal Opportunity requirements.

The overall responsibility for the effective implementation of the AAP has been assigned to Philip Pumphrey and Charlie Carson, EEO/AA Officer, located at P.O. Box 66 Leibert Road, Hartford CT 06141, or by phone at 860-522-8101. The designated EEO/AA Coordinator, Orlena Cowan, Director of Human Resources, is responsible for investigating complaints of discrimination and monitoring all personnel transactions to ensure fair and equal employment opportunities. The 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 Orlena Cowan, P.O. Box 66, Leibert Road, Hartford, CT 06141, or by phone at 860-522-8101 or one of the EEO/AA Officers.

**PLEASE DO NOT REMOVE**