



8/31/2021

## **Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) Policy Statement**

Biddeford Saco Old Orchard Beach Transit is committed to our owner communities and our employees. As an equal opportunity employer, we strive to have a workforce that reflects our community in every way. No person will be excluded from employment opportunities based on age, race, color, sexual orientation, religion, national origin, sex, genetic information, disability, veteran status or other protected class.

The Biddeford Saco Old Orchard Beach Transit Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, promotion, demotion, layoff, selection for training opportunities, rates of pay or other forms of compensation, or termination.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is prohibited and will not be tolerated.

Biddeford Saco Old Orchard Beach Transit is fully committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Biddeford Saco Old Orchard Beach Transit's Executive Director, I am accountable and responsible for Biddeford Saco Old Orchard Beach Transit's full compliance with our EEO policy and program. This will include program preparation, monitoring and complaint investigation through designated internal stakeholders, including operator supervisors, Human Resources and our Director of External Affairs. They act with my authority to all levels of the organization.

The Biddeford Saco Old Orchard Beach Transit leadership team and staff with direct reports share the responsibility for implementing and monitoring Biddeford Saco Old Orchard Beach Transit's EEO policy and program within their area/group toward achieving compliance. All internal stakeholders will be evaluated during the organization's annual employee performance plan (EPP) ensuring our internal EEO goals are met.

Biddeford Saco Old Orchard Beach Transit will develop, complete and maintain a written non-discrimination program that outlines these policies, practices and procedures to which the organization is committed. The EEO program will be made available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its responsibility to treat all employees and applicants with respect and equality under the guidelines of our EEO policy and program.

Chad Heid, Executive Director  
Biddeford Saco Old Orchard Beach Transit