



Office of EEO, Equity, & Inclusion Complaint Resolution Procedures

Executive Committee Meeting

April 5, 2018

Office of Equal Employment Opportunity (EEO), Equity & Inclusion

Mission: *To achieve Sound Transit's goal of growing and sustaining a diverse workforce, inclusive culture and equitable work environment. Sound Transit has a strong commitment to the community it serves and employees. As an equal opportunity employer, the agency strives to have a workforce that reflects our diverse community.*

Responsibilities :

- Equal Employment Opportunity
- Equity & Inclusion

Resources

Our services:

- Provide Strategic Leadership
- Consultations
- Mediations
- Review Policies and Practices
- Training and Resources
- Multicultural Leadership Development
- Employee Resource Groups
- Heritage/History Month Celebrations
- Community Celebrations
- Community Engagement



Previous Complaint Procedures

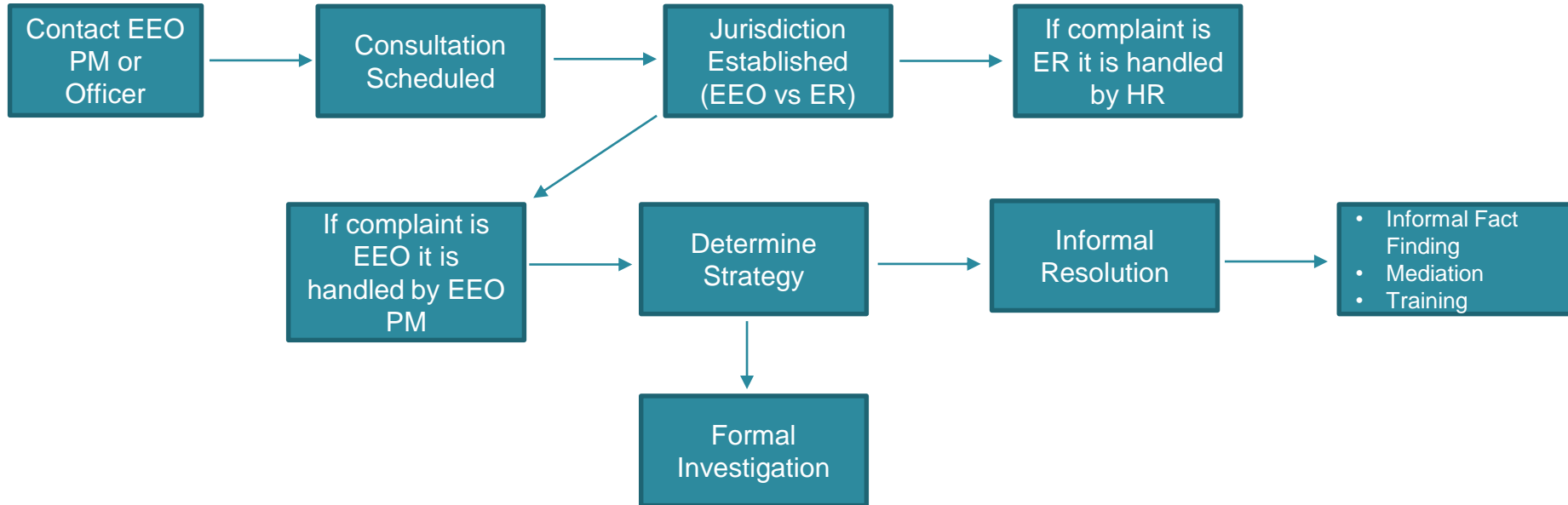
- Encouraged employees to contact EEO Officer for complaints
- Stated that all complaints would be evaluated fairly and equitably
- Prohibited retaliation for filing a complaint
- Identified who may conduct investigation
- Provided information on external complaint resources

2018 EEO Complaint Resolution Procedures Update

The updated complaint resolution procedures are organized around these common questions:

1. Where do I go with a concern or complaint about discrimination, harassment or retaliation?
2. What if my concern or complaint is about the Office of EEO, Equity & Inclusion, the Chief Executive Officer or a member of the Board of Directors?
3. Do I have to raise my concern or complaint within a certain timeframe?
4. What are discrimination, harassment, and retaliation?
5. Will my contact with the Office of EEO, Equity & Inclusion be documented?
6. Will my contact with the Office of EEO, Equity & Inclusion be confidential?
7. How will my concern or complaint be addressed?
8. If there is an investigation, what can I expect?
9. Will voicing my concern or making a complaint jeopardize my job?

Complaint Process



Procedures address concerns and/or complaints about the Office of EEO, Equity & Inclusion, the Chief Executive Officer and members of the Board of Directors.

Questions

Jackie Martinez-Vasquez

Director

Office of EEO, Equity and Inclusion