



GENERAL MANAGER'S POLICY STATEMENT ON BULLYING, HARASSMENT AND RETALIATION

To All MARTA Employees, Contractors, and Subcontractors:

This statement affirms the continued policy and practice of the Metropolitan Atlanta Rapid Transit Authority (MARTA) to prohibit discrimination and harassment of any type in the workplace. This is not limited to, harassment based on sex (including sexual orientation and sexual harassment), race, color, national origin, religion, age, veteran status, genetic information, physical or mental disability in work related activities. MARTA is committed to **zero tolerance** of harassment and related retaliation. This notice has been extended to include bullying, which is strictly prohibited to further create a "work with respect" working environment.

All MARTA managers and supervisors are responsible for taking immediate action to stop any offensive behavior witnessed by or reported to them. Each manager is also obligated to take measures to stop any activity they learn of that may be considered harassment even if the affected employee or customer fails to report such behavior. It is the responsibility of all employees to report any form of harassment, whether they are personally subjected to the conduct or merely witness the behavior. Any employee who believes that he or she has been subject to harassment will report such behavior immediately to a supervisor, any higher-level manager, or the Office of Diversity and Inclusion (ODI). Any supervisor or manager receiving notice from an employee or customer of alleged harassment or retaliation will immediately notify Dr. Shelton J. Goode, DPA, Executive Director of the Office of Diversity and Inclusion at (404) 848-4639 or sgoode@itsmarta.com.

MARTA will promptly respond to allegations of harassment and retaliation, conduct thorough investigations of such claims, and take appropriate disciplinary action if warranted. It is the policy of MARTA that all employees are responsible for ensuring that the workplace is free from harassment and retaliation. MARTA strongly-disapproves of offensive or inappropriate behavior at work; therefore, all employees must avoid any action or conduct which could be viewed as harassment or retaliatory.

Sexual Harassment – the terms "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other inappropriate verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made explicitly or implicitly a term or condition of employment; transit experience, or participation in or benefit from the services, activities or privileges provided by MARTA; or
- Submission to or rejection of such conduct is used or threatened to be used as a basis for a decision affecting employment, transit experience or participation in or benefit from the services, activities or privileges provided by MARTA; or
- Such conduct has the purpose or effect of unreasonably interfering with work or transit experience or creating an intimidating, hostile environment for employment, transit experience or participation in or benefit from the services, activities or privileges provided by MARTA.

Sexual harassment is unacceptable conduct in the work environment and is prohibited. It is a violation of this policy for any MARTA employee or agent to sexually harass a customer, a MARTA employee, a job applicant, persons utilizing transportation, or a visitor to the Authority, on MARTA property, at MARTA activities or on transportation.

Harassment Based on Gender, Sexual Orientation, Race, Color, National Origin, Religion, Disability, Age or Genetic Information -

Slurs and other verbal or physical conduct relating to an individual's gender, race, color, national origin, religion, disability or age constitute harassment when such conduct is prohibited. Harassment in employment violates MARTA's discrimination policy, Title VII of the Civil Rights Act of 1964, as amended in 1991 and Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Retaliation - MARTA is committed to prohibiting retaliation against any individual (applicant, employee, customer, etc.) who in good faith report's, opposes, participates in the investigation of alleged wrong doing in the workplace or those who aid and encourage another individual to file or proceed with such complaint. Retaliation will not be tolerated, and retaliatory acts will lead to severe disciplinary actions up to and including termination of employment. Prohibited retaliation includes, but is not limited to, deny access to MARTA's services, programs and benefits, termination, suspension, failure to hire, failure to give equal consideration in making employment decisions, adversely affecting working conditions, or otherwise denying any employment benefit.

All operations shall reflect a commitment to this policy. Any MARTA employee who believes that they have been the victim of bullying, harassment, or retaliation at work by anyone, including supervisors, co-workers, customers or visitors, is urged to bring the matter to the attention of the Office of Diversity Inclusion at (404) 848-4639.

Jeffrey A. Parker
General Manager/Chief Executive Officer

3/6/18
Date