



Maryland Department of Transportation
The Secretary's Office

Larry Hogan
Governor

Boyd Rutherford
Lt. Governor

Pete K. Rahn
Secretary

MEMORANDUM

TO: Milt Chaffee, Administrator, MVA
Bruce Gartner, Executive Director, MDTA
Melinda Peters, Administrator, SHA
Robert Smith, Administrator, MTA
James White, Executive Director, MPA
Paul Wiedefeld, Executive Director, MAA

FROM: Louis W. Jones, Director
Office of Diversity & Equity

SUBJECT: Equal Employment Opportunity, Sexual Harassment Prevention, and Title VI
Policy Statements

DATE: April 1, 2015

The Office of Diversity & Equity has updated MDOT's Equal Employment Opportunity, Sexual Harassment Prevention, and Title VI Policy Statements, which are attached. These Policy Statements have been reviewed and signed by Secretary Pete K. Rahn. Please ensure that they are properly distributed and displayed in an area where they can be viewed by employees, applicants, and the general public; as well as placement on your agency's website. Thank you for your cooperation in this matter.

Cc: Dennis Schrader, Deputy Secretary
James Ports, Deputy Secretary
Paula Cullings, Director, Office of Fair Practices, MTA
Sara Cabrera, Chief, EEO, MDTA
Wanda Dade, Director, Office of Equal Opportunity, SHA
Wanda Forman, Director, Office of Fair Practices, MPA
Meshelle Howard, Director, Division of Civil Rights, MDTA
Alvinia Kelly, Director, Office of fair Practices, MVA
Angela Martin, Director, Office of Fair Practices, MAA
Juanita Cobbs, EEO Program Manager, MDOT
Robin Underwood, Title VI Program Manager, MDOT

Attachments

My telephone number is _____
Toll Free Number 1-888-713-1414 TTY Users Call Via MD Relay
7201 Corporate Center Drive, Hanover, Maryland 21076



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MARYLAND DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The State of Maryland is an equal opportunity employer. As such, every State agency must abide by all equal employment opportunity (EEO) laws and regulations.

It is the policy of the Maryland Department of Transportation (MDOT) to provide equal employment opportunities to all employees and job applicants without regard to age, ancestry, color, genetic information, marital status, disability, national origin, religion, race, sex, sexual orientation, or other non-merit factor. All personnel transactions, including recruitment, selection, placement, training, compensation, tuition assistance, reassignment, reclassification, promotion, and all terms, conditions, and privileges of employment will be implemented consistent with EEO principles.

Employees and applicants who believe they have been discriminated against may contact any agency management official, the MDOT Office of Diversity and Equity, or the Administration or Authority EEO Office without fear of reprisal for exercising this right. All levels of management are responsible for implementing equal employment practices within each department. All employees are required to cooperate with MDOT EEO officers to achieve MDOT's goals and objectives.

I am confident that the implementation of and adherence to this policy will make MDOT a model employer in which the citizens of Maryland can take great pride. This policy statement expresses my personal commitment to manage this Department in a manner exemplifying the letter and spirit of the law.

A handwritten signature in blue ink, appearing to read "Pete K. Rahn", written over a horizontal line.

Secretary

Date: 3/05/15



MARYLAND DEPARTMENT OF TRANSPORTATION

SEXUAL HARASSMENT PREVENTION POLICY STATEMENT

The Maryland Department of Transportation (MDOT) has a policy of zero tolerance for employment discrimination, including sexual harassment. Sexual harassment is a type of illegal discrimination, which violates MDOT's Transportation Service Human Resources System Policy 3A, Equal Opportunity and Affirmative Action, the Governor's Code of Fair Employment Practices, and other State and federal non-discrimination laws. MDOT recognizes the serious impact that sexual harassment has on the workplace and takes a strong stand against such conduct.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual; or
- Such conduct has the effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

MDOT strives to ensure that all employees work in an environment free of sexual harassment and discrimination. All employees have the responsibility for behaving professionally and promptly reporting sexual harassment. An employee who believes that he or she has been harassed in the workplace should report the incident as soon as possible, but not later than 30 days after the incident to an agency management official, to the MDOT Office of Diversity and Equity, or to the agency's Administrator or Office of Fair Practices. An employee may file a complaint with the Maryland Commission on Civil Rights within 180 days or with the EEOC within 300 days after the incident.

MDOT will investigate complaints of sexual harassment as expeditiously, thoroughly, and confidentially as possible. Retaliation against a person who files a complaint alleging sexual harassment, who opposes discrimination, or who participates in an investigation of a discrimination complaint is strictly prohibited. If allegations of sexual harassment are found to be supported by a preponderance of the evidence, MDOT will act promptly to resolve the matter and take appropriate disciplinary action, up to and including termination.

All MDOT employees are responsible for adhering to this policy. Copies of this policy shall be posted and disseminated to employees. For more information, contact the MDOT's Equal Employment Opportunity Officer at 410-865-1008.

Secretary

Date: 3/20/15



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MARYLAND DEPARTMENT OF TRANSPORTATION

TITLE VI POLICY STATEMENT

It is the policy of the Maryland Department of Transportation (MDOT) to assure nondiscrimination in the award of and performance on all MDOT business activities. I am personally committed to uphold the intent and spirit of Title VI of the Civil Rights Act of 1964 and other State and federal civil rights regulations to the fullest extent possible. This commitment extends to all MDOT Administrations and programs. It is my vision that no person will be discriminated against on the basis of race, color, national origin, sex, age, disability, creed, or low-income.

It is this Department's responsibility and desire to assure that no MDOT employee, contractor, or person employed by a contractor be discriminated against, be excluded from participation in, or denied the benefits of any program or activity supported by MDOT. It is also the responsibility of each and every MDOT employee to adopt an interdisciplinary approach to achieve the goals and objectives of this Policy. As an organization, MDOT will work diligently to see that the vision and intent of the law is carried out in all phases of our operation.

As the Secretary of the Maryland Department of Transportation, I am fully committed to the goals of achieving equal opportunity and nondiscrimination for all beneficiaries and participants, contractors, and sub-recipients.

Secretary

Date:

3/25/15