

***South Central Illinois Mass Transit District***  
**AFFIRMATIVE ACTION PLAN**  
**EQUAL EMPLOYMENT OPPORTUNITY**  
***Approved Updates by Board of Directors December 18, 2014***

Equal Employment Opportunity Policy Statement

South Central Illinois Mass Transit District (SCT) management and staff pledge their continued support to the Federal Transit Administration's (FTA) program on equal employment opportunity affecting employment practices, to include recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions as set forth under the requirements of Circular 4704.1; approved on July 26, 1988.

SCT is firmly committed to a policy of equal employment opportunity and will administer its personnel policies and conduct its employment practices in a manner that results in treatment based on merit, experience and other work related criteria, without regard to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws.

SCT is further committed to undertake an affirmative action program, including recommended goals and timetables, to effectively advance program objectives.

Employee conduct, whether intentional or not, that discriminates against another employee due to race, color, creed, religion, sex, national origin, age, disability or any other protected characteristic under relevant state and federal laws will not be tolerated. Such conduct is cause for disciplinary action up to and including dismissal.

Sara Nollman-Hodge, the Director of SCT's Human Resource Department, has been delegated responsibility for developing and monitoring equal employment opportunity programs. However, management personnel at every level shares in the responsibility for promoting equal employment opportunity and ensuring requisite compliance. Managers, supervisors, and staff will be evaluated on the efforts they expend to insure the success of the EEO program the same as their performance on other organizational goals.

The SCT Human Resource Department is located at 1616 E. McCord St., Centralia, IL. 62801, The Director of Human Resource is Sara Nollman-Hodge and she may be reached at 618-532-8076 x125 or [snollman@southcentraltransit.org](mailto:snollman@southcentraltransit.org). Any employee or applicant for employment who wishes to file a discrimination complaint is encouraged to do so.

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Sheila Niederhofer  
SCT Managing Director

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Date