



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 2.02

**APPROVAL DATE:** 08-14-2012

**EFFECTIVE DATE:** 08-29-2012

**REVISED DATE:** 08-21-2013

**POLICY SUBJECT:**

Equal Employment  
Opportunity

**RESPONSIBLE DEPARTMENT:**

Office of Diversity and Inclusion

**A. PURPOSE:**

"Title VII of the Civil Rights Act of 1964 prohibits discrimination in hiring, firing, promotions, wages, job assignments, fringe benefits and other terms and conditions of employment on the basis of race, color, religion, sex or national origin."

In accordance with Title VII, this policy is issued to reaffirm the policy and procedure(s) of the Pennsylvania Turnpike Commission (also referred to as the "Commission") on the issue of equal employment opportunity and to inform all personnel of their duties and responsibilities with regard to this subject.

**B. SCOPE:**

This policy letter applies to all job applicants and all employees of the Pennsylvania Turnpike Commission, at every level. It provides information and guidelines relating to the Commission's policy on equal opportunity and procedures for reporting and handling complaints of violations of the policy.

**C. GENERAL POLICY:**

It is the policy of the Pennsylvania Turnpike Commission to provide equal employment opportunity to all qualified persons regardless of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, pregnancy, marital status, national origin, political affiliation or support, disability, or genetic information.

Consistent with this policy, the commitment of the Pennsylvania Turnpike Commission is to:

1. Recruit, hire, train, promote, and compensate persons in all job classifications without regard to race, color, religion, marital status, disability, national origin, age, sex, sexual orientation, pregnancy, political affiliation or support, or genetic information.

2. Develop and implement sound administrative policy, which will ensure that management decisions affecting program operations, services provided, and employment practices are consistent with this policy.
3. Ensure that all matters affecting pay, benefits, transfers, Commission sponsored training, education, tuition assistance, social and recreational programs are administered consistently with the scope, purpose and objectives of the Diversity & Inclusion Business Plan.
4. Maintain a work atmosphere that is free from unlawful forms of discrimination, reprisal, intimidation, harassment, or retaliation of any employee based on such attributes as race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, pregnancy, marital status, national origin, political affiliation or support, , disability, or genetic information.
5. Ensure that reasonable accommodations will be made for the physical or mental limitations of an applicant or employee.

#### **D. DEFINITIONS:**

1. The term discrimination refers to the denial of employment or employment opportunities because of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, pregnancy, marital status, national origin, political affiliation or support, disability, or genetic information.
2. The term harassment refers to behavior that ridicules, denigrates and/or is physically abusive of an employee because of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, pregnancy, marital status, national origin, political affiliation or support, disability, or genetic information.

#### **E. PROCEDURES:**

1. Any employee, including but not limited to a manager, supervisor, or chief/director, who acts in violation of this policy, shall be subject to discipline up to and including suspension or termination.
2. Supervisory personnel have the responsibility to insure that this policy is adhered to and shall take whatever action is necessary to insure that none of their subordinates engage in harassing or discriminatory behavior.
3. Any employee who feels that he or she has been harassed or discriminated against is encouraged to keep a record of the employee(s) involved; the time, date and place of the incident(s); the nature of the alleged harassment or discrimination; and the identity of any witness(es).

4. Any employee, who feels that he or she has been harassed or discriminated against, including but not limited to the conduct detailed in this policy, should immediately bring the problem to the attention of his or her immediate supervisor. An employee may also report the problem directly to the Office of Diversity and Inclusion within 90 days of the incident.

5. Supervisory personnel will take all steps necessary to promptly investigate and address any alleged harassing or discriminatory behavior by any of their subordinates when such behavior is brought to their attention, either officially or unofficially.

6. All complaints will be investigated in a timely and confidential manner. In no event will information concerning a complaint be released to a third party (except as required by the Pennsylvania Human Relations Commission, Equal Employment Opportunity Commission or as otherwise required by law). The Commission will use its best efforts to prevent discussion of the information outside the investigation and will instruct parties involved in the investigation not to discuss the matter.

7. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witness(es). Employees shall be guaranteed a fair and impartial investigation. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

8. If the investigation reveals that the complaint is valid, the Commission will address the policy violation in a timely manner and will take the appropriate disciplinary action necessary to prevent a recurrence, up to and including suspension or termination.

9. If the employee who complains of harassment or discrimination is not satisfied with the response from his or her immediate supervisor, or if that supervisor is perceived to be involved in the harassing or discriminatory behavior, the employee should bring the matter to the attention of the person who is next in line in the chain of command or to the Office of Diversity and Inclusion which will promptly investigate the complaint as set forth above.

Complaints may be filed with the Office of Diversity and Inclusion at:

The Pennsylvania Turnpike Commission  
Office of Diversity and Inclusion  
P.O. Box 67676  
Harrisburg, Pennsylvania 17106  
(717) 831-7265

**(Within 90 days of incident)**

The determination of the Office of Diversity and Inclusion shall represent the final decision of the Pennsylvania Turnpike Commission on the issue raised by the employee who complains of harassment or discrimination.

10. If any employee who complains of harassment or discrimination is not satisfied with the results or recommendations of the Pennsylvania Turnpike Commission's internal findings, he or she may forward the complaint to the agencies listed below:

PA Human Relations Commission: ([www.phrc.state.pa](http://www.phrc.state.pa))

Harrisburg Regional Office  
333 Market Street  
Harrisburg, PA 17126-0333  
(717) 787-9780 (Voice)  
(717) 787-7279 (TTY)

Office Pittsburgh Regional Office  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, Pennsylvania 15222  
(412) 565-5395 (Voice)  
(412) 565-5711 (TTY)

Philadelphia Regional Office  
110 North 8th Street  
Suite 501  
Philadelphia, Pennsylvania 19107  
(215) 560-2496 (Voice)  
(215) 560-3599 (TTY)

**(Within 180 days of incident)**

Equal Employment Opportunity Commission:

Philadelphia District Office  
801 Market Street  
Suite 1300  
Philadelphia, PA 19107-3127  
(800) 669-4000 (Voice)  
(800) 669-6820 (TTY)

Pittsburgh Area Office  
1000 Liberty Avenue  
Suite 1112  
Pittsburgh, PA 15222-4187  
(800) 669-4000 (Voice)  
(412) 395-5904 (TTY)

**(Within 300 days of incident)**

*This Policy Letter supersedes all previous Policy Letters on this subject.*