

# Memorandum



**Long Island Rail Road**

**Date:** May 2017

**To:** All Employees

**From:** Patrick A. Nowakowski, President

A handwritten signature in black ink that reads "Patrick A. Nowakowski".

**Re:** Personal Commitment to Diversity

The MTA Long Island Rail Road is an **Equal Employment Opportunity employer**. As an organization, we make every effort to attract, develop and retain a workforce profile that reflects the diversity of the region's labor pool. We aggressively make use of recruitment strategies designed to communicate the Railroad's goal of creating and retaining a diverse workforce.

Respect for the rights and the differences of others is central to our **Corporate Mission** and to our **Core Values**. The LIRR is committed to ensuring that the opinions and contributions of all employees are valued and respected. We do this because it makes good business sense and because it is the right thing to do.

I am personally committed to equal opportunity, addressing discrimination and harassment and promoting constructive relations among employees. Michael Fyffe, Director - Diversity Management, has responsibility for monitoring and evaluating our practices and implementing action to help the LIRR succeed in these endeavors.

Every LIRR employee shares the responsibility for ensuring that the work environment at the Long Island Rail Road is inclusive and comfortable for all, as we strive to provide safe, efficient and reliable transportation to our customers. I encourage each of you to do your part to support this effort.

Attached for your reference is the LIRR's Equal Employment Opportunity Policy Statement which reaffirms the LIRR's commitment to diversity and fair employment practices. Please take a moment to review and reaffirm your commitment to these employment requirements.



# Long Island Rail Road

Date: May 2017

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This statement reaffirms the commitment of MTA Long Island Rail Road (LIRR) to Equal Employment Opportunity (EEO) for all employees and applicants for LIRR employment. LIRR prohibits illegal discrimination, harassment or retaliation based on race, sexual orientation, gender (including pregnancy and gender identity and expression), religion, creed, color, age, national origin, disability, marital status, familial status, military status, domestic violence victim's status, genetic information, or any other basis prohibited by applicable law. LIRR EEO policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and use of facilities.

An EEO Program with specific goals and timetables has been developed to help the demographic makeup of the LIRR workforce become more reflective of the labor pool area. All managers and supervisors share responsibility for assuring that these goals are achieved. Their performance toward these goals is measured in the same manner as their performance regarding other LIRR goals. Michael Fyffe, Director-Diversity Management is responsible for coordinating LIRR's Equal Opportunity Program.

If you believe you have been subjected to unlawful discrimination, harassment or retaliation, you should immediately report this to your supervisor, next level supervisor or to Diversity Management, located at Jamaica Station, Mail Code #1141, Jamaica Station, Jamaica, New York (718-558-8170). A prompt and thorough investigation will be conducted. You may also file a complaint with the New York State Division of Human Rights or the United States Equal Employment Opportunity Commission.

All employees are required to fully cooperate with the investigation of a complaint. Confidentiality will be maintained to the extent practical and consistent with LIRR's obligation to undertake a full inquiry and to make a determination. Retaliation against an employee or applicant who has filed a complaint, or interference with an employee or applicant's right to file a complaint concerning such matters is prohibited. LIRR will discipline any employee who is determined to have violated LIRR's Equal Employment Opportunity Policy or Anti-Harassment Policy, up to and including termination.

Managers and supervisors are responsible for ensuring that the work environment under their control is free of unlawful discrimination, harassment or retaliation. A supervisor or manager who becomes aware of unlawful discrimination, harassment or retaliation **must** notify the Diversity Management Office immediately.

LIRR's commitment to equal opportunity is consistent with its Core Values - Honesty, Loyalty, Trust, Respect, Quality Work and a focus on Customer Service. By treating each employee as a valued and respected member of the team whose contributions are critical to the LIRR's success, we benefit LIRR, our customers, and ourselves. Every employee is responsible for ensuring that the workplace conforms to LIRR's Core Values.

**Department heads and managers are responsible for ensuring that employees are aware of this Policy Statement and that it is prominently displayed in the workplace.**