



3.0 State Highway Agency Employment

3.1. Statement on Equal Employment Opportunity and Affirmative Action Policy

The District Department of Transportation (DDOT) and its Director is firmly committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees and employment applicants. It is a fundamental policy of DDOT to comply with all federal laws that prohibit employment discrimination on the basis of race, color, sex, national origin, religion, age (40 and older), disability, genetic information or retaliation.

In addition to the protected traits covered by federal laws, the District of Columbia Human Rights Act (DCHRA) also prohibits employment discrimination on the basis of: age (18 and older), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, and matriculation.

As a recipient of federal funds, DDOT is also committed to taking affirmative action to hire and advance minorities and women as well as qualified individuals with disabilities and covered veterans. We invite all applicants and employees who wish to be included under our Affirmative Action Program to self-identify as such with the AA Officer or ADA Coordinator. The self-identification is strictly voluntary and confidential and will not result in retaliation of any sort.

Employees of and applicants to DDOT will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing, or have otherwise sought to obtain their legal rights related to any federal or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

The Director of DDOT is committed to the principles of Affirmative Action and Equal Employment Opportunity. To further assure that appropriate program measures are implemented and monitored **Luisa Nguyen** is designated as the Affirmative Action Officer (AAO). Specifically, the AAO is responsible for: 1) developing a written Affirmative Action Program Plan; and publicizing its content internally and externally; 2) working collaboratively with DDOT's Administrative Services Administration (ASA) in collecting and analyzing employment data, identifying problem areas, setting goals, and timetables and developing programs to achieve goals. Programs should include specific remedies to eliminate any discriminatory practices discovered in the employment system; 3) handling and processing discrimination complaints; 4) designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed; and 5) reporting, at least quarterly, to DDOT's Director on progress and deficiencies of each unit in relation to agency goals.

Moreover, for effective administration and implementation of the Equal Employment Opportunity Program, there must be involvement, commitment and support of executives, managers, and supervisors. The Office of Director *via* its Civil Rights Office will advise all branches (Office of the Director, Project Delivery Cluster, Operations Cluster, Administration Cluster, and Performance Cluster) that responsibility for positive implementation of the Affirmative Action Program will be expected and shared by all management and supervisory personnel. DDOT administrations will be further advised that they will be held accountable for their actions or inaction in this area and will be evaluated in carrying out these responsibilities. Specifically, all managers will be assigned responsibilities for program implementation and the prescribed responsibility will be added to all managers' performance evaluations. Therefore, each administration shall implement equal opportunity in all employment practices, including but not limited to recruitment, hiring, transfers, promotions, training, compensation, benefits, recognition, lay-offs and other termination within their area of authority.

In furtherance of DDOT's policy regarding Affirmative Action and Equal Employment Opportunity, DDOT has developed the program set forth below which outlines the policies, practices and procedures which DDOT is committed to applying in order to ensure that its policy of non-discrimination and affirmative action is accomplished. The major responsibility shall be recognition and removal of any barriers toward equal employment opportunity, identification of problem areas, and of persons unfairly excluded or held back and action(s) enabling them to compete for jobs on an equal basis. This type of commitment not only benefits those who have been denied equal employment opportunity, but will also greatly benefit the organization by attaining maximum utilization of untapped human resources and skills, especially among minorities and women.

This Affirmative Action Program will be available for inspection by any employee or applicant for employment, upon request, between 8:00 AM and 5:00 PM at: 55 M Street, SE, Washington, DC 20003 or *via* DDOT's Compendium Page (<http://comp.ddot.dc.gov/SitePages/Home.aspx>). The AAP will also be available on DDOT's Office of Civil Rights internet page (<http://ddot.dc.gov/service/civil-rights-program-and-services>).

Equal Employment Opportunity is not only the law, but it's fundamental to this Department's operations. It is the Director's expectation that each employee and management cooperates fully by integrating and promoting Equal Employment Opportunity at all levels.

As an expression of the commitment to and support of DDOT's Affirmative Action Program, below is the signature of Leif A. Dormsjo, as Director of DDOT.

Director of DDOT

Date