



ALASKA RAILROAD CORPORATION

BOARD RULE NO. 10

Adopted: February 20, 1986

Amended: March 29, 2001

Subject: Establishment of an EEO policy for the Corporation

Purpose: Provides for the implementation of an EEO Policy for the Corporation and insures the policy is in conformance with both Federal and State laws.



ALASKA RAILROAD CORPORATION

BOARD RULE 10

Adopted: February 20, 1986

Amended: March 29, 2001

The Board of Directors of the Alaska Railroad Corporation adopts the attached policies concerning Equal Employment Opportunity.

The Rule provides for implementation of an ARRC policy on Equal Employment Opportunity, Affirmative Employment Program and Sexual Harassment Policy regarding employment with the Corporation. The rules also insures that policies are in conformance with the requirements of Alaska State and Federal Law.

ACTION

The Board hereby adopts the attached policy which shall constitute the rules governing the policy on Equal Employment Opportunity, Affirmative Employment Program and Sexual Harassment Policy. This Rule supercedes any and all previously continued or adopted rules relating to this subject matter. Rules previously adopted or continued which are found to be in conflict with this Rule are of no further force or effect.

EEO Policy Statement of the Alaska Railroad Corporation

PURPOSE:

The purpose of this Rule is to provide Board of Directors' direction and guidance on the ARRC Equal Employment Opportunity Program, Affirmative Employment Program, and Sexual Harassment Policy.

POLICY STATEMENTS:

1. **Equal Employment Opportunity (EEO) Policy:** Preventing unlawful discrimination is the primary purpose of the EEO Program. Unlawful discrimination at the Alaska Railroad Corporation (ARRC) will not be tolerated. It is the ARRC's policy to provide an equal opportunity for all employees, applicants for employment, contractors, vendors, and customers. The ARRC has a zero tolerance policy for discrimination and provides equal opportunities for everyone in all employment decisions, programs, functions and in the usage of facilities.

Employees and applicants for employment will be treated equitably and fairly and will not be denied opportunities because of their age, race, sex (gender), disability (physical/mental), color, national origin, religion, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the job do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood.

In addition, no adverse action will be taken against any individual who pursues a complaint of discrimination against the ARRC in any forum, who testifies for or assists another employee in the processing of a complaint of discrimination, or who otherwise engages in any protected EEO activity.

In order to achieve this policy, it is essential that employees comply with this policy and understand their personal responsibility and accountability. Each employee at every level within the ARRC will be held personally responsible for complying with this policy. Failure to do so will result in appropriate, corrective, disciplinary action. It is necessary that all employees be able to work in a comfortable environment free from discrimination or harassment.

2. **Affirmative Employment Policy:** Affirmative Action is based on ability and does not require or advocate the selection of unqualified or unneeded persons based on non-merit factors. Protected classes were designated by law due to a documented history of past discriminatory practices for certain groups. All persons, regardless of age, race, sex (gender), disability (physical/mental), color, national origin, religion, marital status, changes in marital status, pregnancy, or parenthood when the

counseling and training to prevent harassment in the workplace, and to take appropriate and swift corrective action when a problem is discovered. Legal liability begins when the harassment begins, not after someone complains.

Employees have a right to complain about this behavior, and the best and most immediate action is to tell the harasser to stop the behavior. If the harassment does not stop, employees should contact a first or second line supervisor or the Manager, EEO. It is not uncommon for some employees to be uncomfortable telling a perpetrator assertively to stop the behavior. Additionally, it may be inappropriate for an employee to approach a supervisor about the behavior if the supervisor is the one exhibiting the inappropriate behavior. Accordingly, employees should never hesitate to contact the ARRC's Manager, EEO if they do not wish to handle the matter themselves. Regardless of how they proceed, employees should report harassment *before* it becomes severe or pervasive.

4. **Hostile/Offensive Work Environment On Protected Grounds Other Than Sex (Gender)** - Just as the ARRC prohibits harassment of employees based upon their sex (gender), it also prohibits harassment on the basis of any other protected characteristic. Thus, the principles set forth above regarding harassment on the basis of sex apply equally to harassment on the basis of age, race, national origin, color, religion, mental or physical disability, marital status, changes in marital status, pregnancy, and parenthood. Harassment on the basis of any of these grounds will not be tolerated by the ARRC.

COVERAGE:

This policy applies to all ARRC employees and applicants for employment as well as all ARRC agents, contractors, vendors and non-employees.