

# Memorandum



## Metropolitan Transportation Authority

State of New York

**Date** November 5, 2025

**To** Sherif Fawzy, President, AFSCME, DC37, Local 3652

**From** Aliaa Abdelrahman, Deputy Chief, Labor Relations Officer, NYCT *AA*

**Re** Equal Employment Opportunity Policy Dissemination

As a federal grantee recipient, The Metropolitan Transportation Authority (hereinafter MTA) and all its agencies are required to follow the regulations set forth by the Federal Transit Administration (hereinafter FTA) in Circular 4704.1A.

In particular, in accordance to the FTA circular 4704.1A § 2.2.2, MTA is required to disseminate official federal, state and local Equal Employment Opportunity (EEO) materials (e.g. “*Know Your Rights*” poster) and its EEO Policy statements (i.e. All-Agency EEO Policy, Sexual and Other Discriminatory Harassment Policy, Disabilities and Pregnancy-Related Conditions in the Workplace, Title VI and Related Nondiscrimination Laws) by posting it in conspicuous locations so that union employees, applicants, and potential applicants are aware of the agency’s commitment to Equal Employment Opportunity.

To comply with this mandate, we are requesting your assistance to prominently post the attached EEO materials and EEO Policy Statements (e.g., on bulletin boards, near time clocks, in employee breakrooms, in locker rooms) in areas easily accessible to your constituents, and also in important union business areas not accessible to the Agency Chief EO Officer or DDCR.

As supporting documentation of MTA compliance with the federal requirement, please take digital pictures of the postings, and send confirmation by email for NYCT to Jeanne Victor at ([jeanne.victor@mtahq.org](mailto:jeanne.victor@mtahq.org)) and for MTA Bus, please send email to James Keys at ([james.keys@mtahq.org](mailto:james.keys@mtahq.org)).

Thank you very much for your help and participation.

Respectfully,

cc: Evita Marrow

Attachment



# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### **Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin**

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **Asking About, Disclosing, or Discussing Pay**

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

### **Disability**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **Protected Veteran Status**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

### **Retaliation**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

### **Race, Color, National Origin, Sex**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **Individuals with Disabilities**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# MTA ALL AGENCY POLICY STATEMENT

## Disabilities and Pregnancy-Related Conditions in the Workplace (11-066)

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The Metropolitan Transportation Authority ("MTA"), and its affiliated and subsidiary agencies New York City Transit ("NYCT") including the Manhattan and Bronx Surface Transit Operating Authority ("MaBSTOA") and the Staten Island Rapid Transit Operating Authority ("SIRTOA"), Metro-North Railroad ("MNR"), Long Island Rail Road ("LIRR"), MTA Bus Company ("BUS"), MTA Bridges and Tunnels ("B&T"), MTA Construction and Development (C&D) and Grand Central Madison Operating Company ("GCMC"), hereinafter collectively referred to as "MTA", are fully committed to equal opportunity for all employees and applicants for employment and prohibit discrimination on the basis of disability in all of its employment practices. Such interference with the ability of the MTA's employees to perform their expected job duties is not tolerated. The Americans with Disabilities Act ("ADA"), Pregnant Workers Fairness Act ("PWFA") and New York State Human Rights Law ("NYSHRL") require the MTA to provide reasonable accommodation to qualified applicants and employees with disabilities or pregnancy-related conditions under certain circumstances. The MTA recognizes this obligation and has adopted guidelines to ensure its compliance with the ADA, PWFA and the NYSHRL.

To request a reasonable accommodation for a disability or pregnancy-related condition relating to your employment or application for employment with the MTA, please contact your Agency's HR People Function liaison. MTA's Reasonable Accommodations for Job Applicants and Employees with a Disability or a Pregnancy Related Condition Policy is available on the MTA's intranet site.

All employees have a right to file a complaint when they believe that they have been subjected to discrimination based on their disability. All employees and applicants for employment shall be protected from retaliation or harassment for filing a complaint or participating in an investigation of a complaint. Reprisal against or interference with an employee's or applicant's right to file a complaint concerning such matters constitutes a violation of MTA's Reasonable Accommodations for Job Applicants and Employees with a Disability, or a Pregnancy-Related Condition (Policy Number 11-066). The MTA Equal Employment Opportunity All Agency Policy Directive (Policy Number 11-082 and MTA's Sexual and Other Discriminatory Harassment All Agency Policy Directive (Policy Number 11-063) also contains pertinent information relating to claims of discrimination.

If you believe you have been subjected to a violation of MTA's Equal Opportunity ("EO") Policies (Policy 11-081, Policy 11-082 and/or Policy 11-063) in your employment or application for employment, you have a right to file a complaint of discrimination and/or retaliation directly with your Agency's Chief Equal Opportunity Officer or Equal Opportunity Division ("EO Division") staff at the appropriate agency listed below:

MTA Headquarters/Grand Central  
Madison Operating Company  
Lourdes Zapata  
2 Broadway, 16<sup>th</sup> Floor  
New York, NY 10004  
646-252-1385  
[lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org)

MTA Construction and  
Development Company  
Dr. Rosalyn Green  
2 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004  
646-252-4379  
[rosalyn.green@mtacd.org](mailto:rosalyn.green@mtacd.org)

MTA Bridges and  
Tunnels  
Joyce D. Brown  
2 Broadway, 23<sup>rd</sup> Floor  
New York, NY 10004  
646-252-7430  
[joyce.brown@mtahq.org](mailto:joyce.brown@mtahq.org)



## **MTA ALL AGENCY POLICY STATEMENT**

### **Disabilities and Pregnancy-Related Conditions in the Workplace (11-066)**

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MTA Bus Company  
James Keys  
130 Livingston St., 3<sup>rd</sup> Floor  
Brooklyn, New York, 11201  
718-694-1708  
[james.keys@mtahq.org](mailto:james.keys@mtahq.org)

Long Island Rail Road  
Jessica Cooke  
Jamaica Station – 4<sup>th</sup> Floor  
Jamaica, NY 11435  
718-558-8174  
[jcooke2@lirr.org](mailto:jcooke2@lirr.org)

Metro-North Railroad  
Mayra Bell  
420 Lexington Ave. 12<sup>th</sup> Floor  
New York, 10170  
212-340-2560  
[mbell@mnrr.org](mailto:mbell@mnrr.org)

New York City Transit  
Shelia Cozine (Acting)  
130 Livingston Street, 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1730  
[equalopportunity@nyct.com](mailto:equalopportunity@nyct.com)

Complaints also can be filed directly with MTA's Chief Diversity and Inclusion Officer, Lourdes Zapata, at 2 Broadway, 16<sup>th</sup> Floor, New York, New York 10004, [lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org) or at (646) 252 - 1385 or you can contact any EO staff. You may also report a potential violation to your immediate supervisor or a higher-level supervisor, although you are not required to do so.

Managers and supervisors are required to notify the Agency's Chief Equal Opportunity Officer or MTA's Chief Diversity and Inclusion Officer as soon as they receive a complaint or otherwise observe, learn about, or suspect any improper discriminatory or retaliatory conduct, regardless of whether or not:

- a written statement is provided contemporaneously,
- the Complainant requests that no action be taken and/or requests confidentiality, or
- the Complainant works in the manager/supervisor's department, division, or unit.

If it is determined that a violation of the MTA's EEO Policy has occurred, the MTA will take appropriate action to remedy the situation. All employees are required to fully cooperate during an investigation. Any employee who is found to have violated the EEO Policy, or any supervisory or managerial employee who knowingly permits a violation of the EEO Policy to occur, may be subject to disciplinary action, up to and including dismissal from employment. Such an employee may also be subject to personal legal and financial liability.

You also have the right to file a complaint externally with an outside agency. For certain complaints, you may be required to file directly in State Court. The following external agencies handle complaints of discrimination and retaliation:

1. The United States Equal Employment Opportunity Commission New York District Office  
33 Whitehall Street, 5th Floor, New York, NY 10004, 1-800-669-4000

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 Federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.*

## MTA ALL AGENCY POLICY STATEMENT

### Disabilities and Pregnancy-Related Conditions in the Workplace (11-066)

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2. The New York State Division of Human Rights Headquarters  
One Fordham Plaza, 4<sup>th</sup> Floor Bronx, NY 10458, 1-888-392-3644

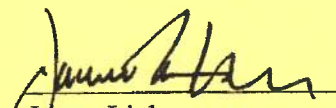
The New York State Division of Human Rights enforces the New York State Human Rights Law, N.Y. Executive Law, art. 15, § 290 *et seq.*

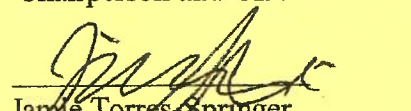
3. The New York City Commission on Human Rights and other enforcement agencies may also be available venues.
- A. A lawsuit alleging violation of the New York State Human Rights Law may be filed in state court. A lawsuit alleging violation of federal anti-discrimination laws may be filed in federal court pursuant to a Notice of Right to Sue issued by the EEOC.
- B. Filing a complaint with the Agency's EO Division under this Policy does not extend the time to file an external complaint and there is not a requirement that persons covered by this Policy file an internal complaint before seeking an external remedy.

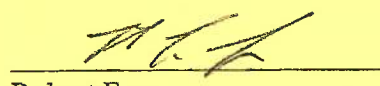
This Policy Statement is to be posted in prominent locations throughout MTA's facilities.

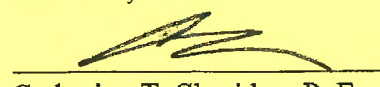
Effective: July 1, 2025

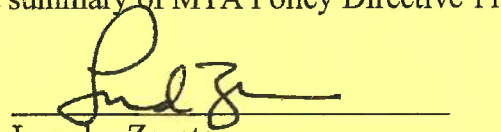
This Statement is a summary of MTA Policy Directive 11- 066

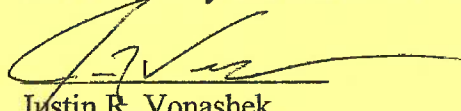
  
Janno Lieber  
Chairperson and CEO

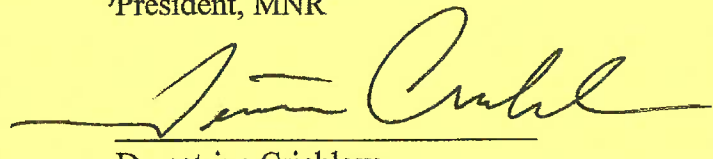
  
Jamie Torres-Springer  
Chief Development Officer and  
President MTA C&D

  
Robert Free  
President, LIRR

  
Catherine T. Sheridan, P. E.  
President, MTA Bridges and Tunnels

  
Lourdes Zapata  
Chief Diversity and Inclusion Officer

  
Justin R. Vonashek  
President, MNR

  
Demetrius Crichlow  
President, NYCT and MTA BUS



# MTA ALL AGENCY POLICY STATEMENT

## EQUAL EMPLOYMENT OPPORTUNITY (11- 082)

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The Metropolitan Transportation Authority (“MTA”), and its affiliated and subsidiary agencies New York City Transit (“NYCT”) including the Manhattan and Bronx Surface Transit Operating Authority (“MaBSTOA”) and the Staten Island Rapid Transit Operating Authority (“SIRTOA”), Metro-North Railroad (“MNR”), Long Island Rail Road (“LIRR”), MTA Bus Company (“BUS”), MTA Bridges and Tunnels (“B&T”), MTA Construction and Development Company (“C&D”) and Grand Central Madison Concourse Operating Company (“GCMC”), hereinafter collectively referred to as “MTA”, are fully committed to equal employment opportunity for all employees, applicants for employment, and certain non-employees (such as visitors, contractors, subcontractors, consultants, interns, fellows, and apprentices, in the workplace), without regard to those protected classes/categories enumerated in applicable Federal, State and local law.

This Policy Statement is a summary of MTA’s Equal Employment Opportunity (“EEO”) All Agency Policy Directive, Policy Number 11-082 (“the EEO Policy”), which is available on the MTA’s intranet site as well as by contacting the Chief EO Officer at the appropriate MTA Agency’s Equal Opportunity Division (“EO Division”) or the Chief Diversity and Inclusion Officer at MTA Department of Diversity and Civil Rights (“DDCR”) at (646) 252-1385.

MTA’s EEO Policy applies to all employment actions, including but not limited to hiring, promotion, upgrades, working conditions, demotion, transfer, recruitment or recruitment advertising, discipline, layoff or other discharge, recall, rates of pay or other forms of compensation, treatment of employees, benefits, and selection for training. Further, the MTA expressly prohibits any form of harassment based on the aforementioned protected bases. Discrimination or harassment on these bases are prohibited in the workplace and in any location that could reasonably be regarded as an extension of the workplace, such as business travel or outside training, and will not be tolerated.

All employees, visitors, vendors and applicants have a right to file a complaint alleging discrimination. All employees, applicants for employment and certain non-employees in the workplace shall be protected from retaliation or harassment for filing a complaint or participating in an investigation of a complaint or other protected activity. Such retaliation or harassment is strictly prohibited and will not be tolerated. The MTA is committed to providing reasonable accommodation to applicants and employees who need them because of a disability, pregnancy/childbirth or related medical condition, or to practice or observe their religion, absent undue hardship as required by applicable law.

The MTA is fully committed to complying with all applicable laws and regulations that call for the establishment and implementation of a program providing equal employment opportunities for all employees, applicants for employment and certain non-employees in the workplace. To that end, the MTA has developed a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which MTA is committed. This program is available for inspection by employees or applicants

for employment upon request. All managers and supervisors share in the responsibility for complying with and promulgating this program.

# MTA ALL AGENCY POLICY STATEMENT

## EQUAL EMPLOYMENT OPPORTUNITY (11- 082)

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Lourdes Zapata, MTA's Chief Diversity and Inclusion Officer, reports directly to the MTA Chair and Chief Executive Officer. Ms. Zapata is the executive responsible for implementing MTA's EEO policies and regulatory adherence with all MTA Equal Opportunity (EO) Programs. MTA's Chief Diversity and Inclusion Officer and the agencies' Chief Equal Opportunity Officers are responsible for implementing EO policies and administering the Equal Employment Opportunity Program at the agency level. If you believe you have been subjected to a violation of MTA's EEO Policy in your employment or application for employment, you have a right to file complaints of discrimination and/or retaliation directly with the Agency's Chief Equal Opportunity Officer at the appropriate agency listed below:

MTA Headquarters/Grand Central  
Madison Operating Company  
Lourdes Zapata  
2 Broadway, 16<sup>th</sup> Floor  
New York, NY 10004  
646-252-1385  
[lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org)

MTA Construction and  
Development Company  
Dr. Rosalyn Green  
2 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004  
646-252-4379  
[rosalyn.green@mtacd.org](mailto:rosalyn.green@mtacd.org)

MTA Bridges and  
Tunnels  
Joyce D. Brown  
2 Broadway, 24<sup>th</sup> Floor  
New York, NY 10004  
646-252-7430  
[joyce.brown@mtahq.org](mailto:joyce.brown@mtahq.org)

MTA Bus  
James Keys  
130 Livingston St., 3<sup>rd</sup> Floor  
New York, NY 10004  
718-694-1708  
[james.keys@mtahq.org](mailto:james.keys@mtahq.org)

Long Island Rail Road  
Jessica Cooke  
Jamaica Station – 4<sup>th</sup> Floor  
Jamaica, NY 11435  
718-558-8174  
[j.cooke2@lirr.org](mailto:j.cooke2@lirr.org)

Metro-North Railroad  
Mayra Bell  
420 Lexington Ave. 12<sup>th</sup> Floor  
New York, NY 10170  
212-340-2560  
[mbell@mnrr.org](mailto:mbell@mnrr.org)

New York City Transit  
Shelia Cozine (Acting)  
130 Livingston St., 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1730  
[equalopportunity@nyct.com](mailto:equalopportunity@nyct.com)

Complaints also can be filed directly with MTA's Chief Diversity and Inclusion Officer, Lourdes Zapata, at 2 Broadway, 16<sup>th</sup> Floor, New York, New York 10004, [lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org), or by phone at (646) 252 – 1385, or you can contact any Equal Opportunity Division staff. You may also report a potential violation to your immediate supervisor or a higher-level supervisor, although you are not required to do so.



## MTA ALL AGENCY POLICY STATEMENT

### EQUAL EMPLOYMENT OPPORTUNITY (11- 082)

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Managers and supervisors are required to notify the Agency's Chief Equal Opportunity Officer or MTA's Chief Diversity and Inclusion Officer as soon as they receive a complaint or otherwise observe, learn about, or suspect any improper discriminatory or retaliatory conduct, regardless of whether or not:

- a written statement is provided contemporaneously,
- the Complainant requests that no action be taken and/or requests confidentiality, or
- the Complainant works in the manager/supervisor's department, division or unit.

If it is determined that a violation of the MTA's EEO Policy has occurred, the MTA will take appropriate action to remedy the situation. All employees are required to fully cooperate during an investigation. Any employee who is found to have violated the EEO Policy, or any supervisory or managerial employee who knowingly permits a violation of the EEO Policy to occur, may be subject to disciplinary action, up to and including dismissal from employment. Such an employee may also be subject to personal legal and financial liability.

You also have the right to file a complaint externally with an outside agency. For certain complaints, you may be required to file directly in State Court. In addition to the complaint procedures described above, complaints may be filed with the following external agencies:

1. The United States Equal Employment Opportunity Commission, New York District Office  
33 Whitehall Street, 5th Floor, New York, NY 10004,  
1-800-669-4000 (National Contact Center)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.*

2. The New York State Division of Human Rights Headquarters  
One Fordham Plaza, 4<sup>th</sup> Floor, Bronx, NY 10458, 1-888-392-3644

The New York State Division of Human Rights enforces the New York State Human Rights Law, N.Y. Executive Law, art. 15, § 290 *et seq.*

The New York State Division of Human Rights sexual harassment hotline (800-HARASS-3/800-427-2773) can provide information about filing a sexual harassment complaint and other assistance.

3. The New York City Commission on Human Rights and other enforcement agencies may also be available venues.
4. Sexual and other discriminatory harassment *may* constitute a crime, particularly if it involves unwanted physical touching, coerced physical confinement, or coerced sexual acts. Contact the MTA Police and/or your local police department.

July 2025

## MTA ALL AGENCY POLICY STATEMENT EQUAL EMPLOYMENT OPPORTUNITY (11- 082)

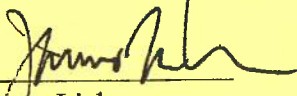
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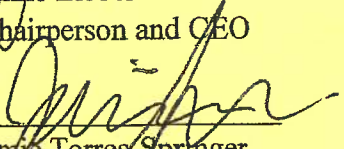
A lawsuit alleging violation of the New York State Human Rights Law may be filed in state court. A lawsuit alleging violation of federal anti-discrimination laws may be filed in federal court pursuant to a Notice of Right to Sue issued by the EEOC.


Filing an EO complaint with the Agency's EO Division under the EEO Policy does not extend the time to file an external complaint, and there is no requirement that a person covered by the EEO Policy file an internal complaint before seeking an external remedy.


This Policy Statement is to be posted in prominent locations throughout MTA's facilities.

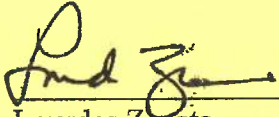
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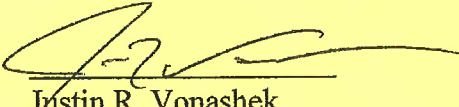
  
Janmo Lieber  
Chairperson and CEO

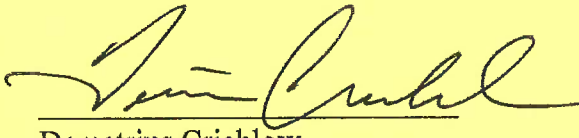
  
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President, MTA Bridges and Tunnels

  
Lourdes Zapata  
Chief Diversity and Inclusion Officer

  
Justin R. Vonashek  
President, MNR

  
Demetrius Crichlow  
President, NYCT and MTA BUS

This Statement is a summary of MTA Policy Directive # 11-082

## **MTA ALL AGENCY POLICY STATEMENT SEXUAL AND OTHER DISCRIMINATORY HARASSMENT (11-063)**

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Sexual or other discriminatory harassment in the workplace is unlawful and all employees, as well as certain non-employees such as visitors, contractors, subcontractors, consultants, interns, fellows, or apprentices, are prohibited from engaging in any such activity. It is the Policy of the Metropolitan Transportation Authority ("MTA") and its subsidiary and affiliated agencies: New York City Transit ("NYCT") including the Manhattan and Bronx Surface Transit Operating Authority ("MaBSTOA") and the Staten Island Rapid Transit Operating Authority ("SIRTOA"), Metro-North Railroad ("MNR"), Long Island Rail Road ("LIRR"), MTA Bus Company ("BUS"), MTA Bridges and Tunnels ("B&T"), MTA Construction and Development Company ("C&D") and Grand Central Madison Operating Company ("GCMC"), hereinafter collectively referred to as "MTA", that all employees have the right to work in an environment free from any form of discriminatory harassment or intimidation, either physical or verbal, by any other employee as well as certain non-employees.

This Policy Statement is a summary of MTA's Sexual and Other Discriminatory Harassment All Agency Policy Directive Policy Number 11-063 (the "Policy"), which is available on the MTA's intranet site as well as by contacting the Chief EO Officer at the appropriate MTA Agency's Equal Opportunity Division ("EO Division") or the Chief Diversity and Inclusion Officer at MTA Department of Diversity and Civil Rights ("DDCR") at (646) 252-1385.

The MTA will not tolerate sexual harassment or any other form of discriminatory harassment and violators of the Policy will be subject to disciplinary action including, but not limited to, termination of employment. Any person covered by the Policy who believes that they have been subjected to sexual harassment or other discriminatory harassment has a right to file a complaint.

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and local law when it subjects an individual to inferior terms, conditions, or privileges of employment. Sexual harassment under the MTA's Sexual and Other Discriminatory Harassment All Agency Policy Directive (Policy Number 11-063) is defined to include, but is not limited to, harassing conduct, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment, even if the impacted individual is not the intended target of the sexual harassment.

Sexual harassment can occur in a variety of circumstances, without regard to gender or perceived gender of the individuals or whether there has been an adverse employment action. Harassers can be anyone in the workplace, including a supervisor, supervisee, or coworker.



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Sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer sponsored events or parties, in virtual meeting platforms, or while employees are teleworking. Calls, texts, emails, and social media activity by employees can constitute workplace harassment, even if they occur away from the workplace premises, on personal devices or personal social media accounts or during non-work hours.

The following is a non-exclusive list that describes some of the types of acts that may constitute sexual harassment and are strictly prohibited under the Policy:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another individual's body, or poking another individual's body.
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments.
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually demeaning or pornographic.
  - This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or work-related events.

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- Hostile actions taken against an individual because of, among other things, an individual's sex, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools or equipment or otherwise interfering with the individual's ability to perform the job.
  - Sabotaging an individual's work.
  - Bullying, yelling, and name-calling.

Harassment does not have to be of a sexual nature, however, and can include other forms of harassment. Discriminatory harassment under this Policy is defined as any type of conduct based on those protected classes/categories enumerated in applicable Federal, State and local law. This includes conduct based on the employee having filed a complaint of discrimination or harassment under the Policy or any other relevant MTA Equal Employment Opportunity Policy, that has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

The following describes some of the types of acts that may constitute discriminatory harassment and are strictly prohibited under the Policy: use of racial or ethnic epithets; inappropriate, demeaning or derogatory racial or ethnic jokes, comments, innuendo, or other commentary which is demeaning or embarrassing obscene or harassing communication in any form, including but not limited to telephone or cell phone calls, virtual meetings, letters, notes, e-mails, text messages, social media or network postings and messages, or transmission of derogatory, demeaning or hostile materials; offensive, demeaning, or derogatory comments about a person or group's race, color, religion, national origin, age, disability, genetic information, veteran or military status, or any legally protected basis; and posting, distributing, transmitting, or displaying racist or offensive drawings, posters, or hateful symbols and objects, related to a protected category.

All employees, visitors, vendors and applicants for employment shall be protected from retaliation for filing a complaint or participating in an investigation of a complaint. Reprisal against or interference with an employee's, visitor's, vendor's or applicant's right to file a complaint concerning such matters constitutes a violation of this Policy.

Lourdes Zapata, MTA's Chief Diversity and Inclusion Officer, and the agencies' Chief Equal Opportunity Officers are responsible for coordinating the Policy. If you believe you have been subjected to a violation

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of the Policy in your employment or application for employment, you may contact your immediate supervisor, a higher-level supervisor or your Agency's Chief Equal Opportunity Officer as listed below:

MTA Headquarters/Grand Central  
Madison Operating Company  
Lourdes Zapata  
2 Broadway, 16<sup>th</sup> Floor  
New York, NY 10004  
646-252-1385  
[lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org)

MTA Construction and  
Development Company  
Dr. Rosalyn Green  
2 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004  
646-252-4379  
[rosalyn.green@mtacd.org](mailto:rosalyn.green@mtacd.org)

MTA Bridges and  
Tunnels  
Joyce D. Brown  
2 Broadway, 24<sup>th</sup> Floor  
New York, NY 10004  
646-252-7430  
[joyce.brown@mtahq.org](mailto:joyce.brown@mtahq.org)

MTA Bus  
James Keys  
130 Livingston St., 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1708  
[james.keys@mtahq.org](mailto:james.keys@mtahq.org)

New York City Transit  
Shelia Cozine (Acting)  
130 Livingston St., 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1730  
[equalopportunity@nyct.com](mailto:equalopportunity@nyct.com)

Long Island Rail Road  
Jessica Cooke  
Jamaica Station – 4<sup>th</sup> Floor  
Jamaica, NY 11435  
(718) 558-8174  
[jcooke2@lirr.org](mailto:jcooke2@lirr.org)

Metro-North Railroad  
Mayra Bell  
420 Lexington Ave. 12<sup>th</sup> Floor  
New York, NY 10170  
212-340-2560  
[mbell@mnrr.org](mailto:mbell@mnrr.org)

You may also contact MTA's Chief Diversity and Inclusion Officer, Lourdes Zapata, at 2 Broadway, 16<sup>th</sup> Floor, New York, NY 10004. Ms. Zapata can be reached by telephone at (646) 252-1385. Managers and supervisors are required to notify the Agency's Chief Equal Opportunity Officer or Ms. Zapata, as soon as they receive a complaint or otherwise observe, learn about, or suspect any improper discriminatory or retaliatory conduct, regardless of whether or not:

- a written statement is provided contemporaneously,
- the complainant requests that no action be taken and/or requests confidentiality, or
- the complainant works in the manager/supervisor's department, division or unit.



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The Equal Opportunity Officer will promptly initiate a thorough and impartial inquiry. In all cases, confidentiality will be maintained throughout the investigation to the extent practical and consistent with the MTA's obligation to undertake a full inquiry and to make a determination. In addition, all employees are required to fully cooperate during the conduct of such an investigation. The MTA All Agency Equal Employment Opportunity Policy also contains pertinent information relating to claims of discrimination.

If it is determined that a violation of this Policy has occurred, the MTA will take immediate action to remedy the situation. Anyone who witnesses or becomes aware of potential instances of sexual harassment or other discriminatory harassment must report such behavior to a manager, supervisor, Equal Opportunity Officer and/or MTA's Chief Diversity and Inclusion Officer. Any employee who is found to have violated

the Policy, or any supervisor or managerial employee who knowingly permits a violation of the Policy to occur may be subject to disciplinary action, up to and including dismissal from employment. Such an employee may also be subject to personal legal and financial liability.

You also have the right file a complaint externally with an outside agency/organization. For certain complaints, you may be required to file directly in State Court. The following external agencies handle complaints of discrimination and retaliation:

1. The United States Equal Employment Opportunity Commission New York District Office  
33 Whitehall Street, 5th Floor, New York, NY 10004  
1-800-669-4000 (National Contact Center)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.*

2. The New York State Division of Human Rights, Headquarters  
One Fordham Plaza, 4<sup>th</sup> Floor, Bronx, NY 10458  
1-888-392-3644

The New York State Division of Human Rights enforces the New York State Human Rights Law, N.Y. Executive Law, art. 15, § 290 *et seq.*

The New York State Division of Human Rights sexual harassment hotline (800-HARASS-3/800-427-2773) can provide information about filing a sexual harassment complaint and other assistance.

3. The New York City Commission on Human Rights and other enforcement agencies may also be available venues.

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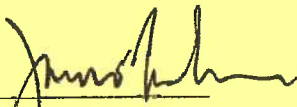
4. Sexual and other discriminatory harassment *may* constitute a crime, particularly if it involves unwanted physical touching, coerced physical confinement, or coerced sexual acts. Contact the MTA Police and/or your local police department.

A lawsuit alleging violation of the New York State Human Rights Law may be filed in state court. A lawsuit alleging violation of federal anti-discrimination laws may be filed in federal court pursuant to a Notice of Right to Sue issued by the EEOC.

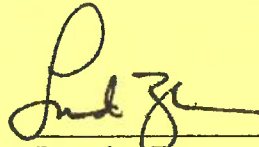
Filing a Sexual and Other Discriminatory Harassment complaint with the Agency's EO Division under this Policy does not extend the time to file an external complaint and there is not a requirement that persons covered by this Policy file an internal complaint before seeking an external remedy.

This Policy Statement is to be posted in prominent locations throughout MTA's facilities.

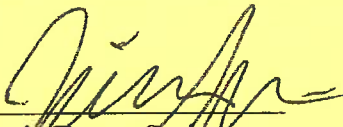
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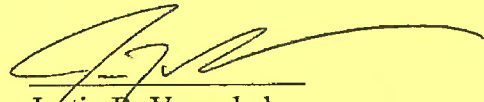
Janno Lieber  
Chairperson and CEO



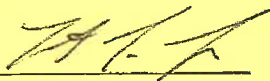
Lourdes Zapata  
Chief Diversity and Inclusion Officer



Jamie Torres-Springer  
Chief Development Officer and  
President MTA C & D



Justin R. Vonashek  
President, MNR



Robert Free  
President, LIRR



Demetrius Crichlow  
President, NYCT and MTA BUS



Catherine T. Sheridan, P. E.  
President, MTA Bridges and Tunnels

# MTA ALL AGENCY POLICY DIRECTIVE

## Title VI and Related Nondiscrimination Laws (11-074)

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### Statement of Commitment to Title VI and Related Nondiscrimination Laws

Title VI of the Civil Rights Act provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

In addition, the Federal Transit Laws, (49 U.S.C. § 5332) prohibit discrimination in any Federally Assisted Programs on the basis of age, sex, religion, and disability.

The Metropolitan Transportation Authority (“MTA”), and its affiliated and subsidiary agencies New York City Transit (“NYCT”) including the Manhattan and Bronx Surface Transit Operating Authority (“MaBSTOA”) and the Staten Island Rapid Transit Operating Authority (“SIRTOA”), Metro-North Railroad (“MNR”), Long Island Rail Road (“LIRR”), MTA Bus Company (“BUS”), MTA Construction and Development Company (“C&D”) and MTA Grand Central Madison Operating Company (“GCMC”), hereinafter collectively referred to as “MTA”, are committed to complying with the requirements of Title VI and the related Federal Transit Laws with respect to all of its federally funded programs and activities.<sup>1</sup>

### Nondiscrimination Policy

It is the policy of the MTA to prohibit discrimination in MTA’s federally assisted programs. No person shall, on the grounds of race, color, or national origin, including matters related to limited English proficiency (LEP) access, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MTA program or activity receiving federal financial assistance. In compliance with the Federal Transit Laws, (49 U.S.C. § 5332), MTA also prohibits excluding a person from participating in, denying a person the benefit of, or discriminating against a person, on the basis of religion, sex, disability and age under any MTA program or activity receiving federal financial assistance.

### Title VI and Related Discrimination Complaints

Any person who believes that they have been discriminated against by the MTA on the basis of race, color, national original (including matters related to LEP access), religion, sex, disability or age, may file a complaint by completing and submitting the Title VI and Related Nondiscrimination Laws Complaint Management Form to the appropriate agency provided on the form. Complaints must be filed no more than 180 days from the date(s) of the alleged incident. ***Complaints alleging Sexual Harassment must be filed within three years after the alleged occurrence.***

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<sup>1</sup> The MTA Triborough Bridge and Tunnel Authority is not subject to this Policy Statement due to its funding status.



# MTA ALL AGENCY POLICY DIRECTIVE

## Title VI and Related Nondiscrimination Laws (11-074)

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An individual may elect to complete the complaint form online or print the form and mail it directly to the Chief Equal Opportunity Officer of the relevant MTA subsidiary or affiliate agency Equal Opportunity Division (EO Division) listed below:

MTA Headquarters/Grand Central  
Madison Operating Company  
Lourdes Zapata  
2 Broadway, 16<sup>th</sup> Floor  
New York, NY 10004  
646-252-1385  
[lourdes.zapata@mtahq.org](mailto:lourdes.zapata@mtahq.org)

MTA Construction and  
Development Company  
Dr. Rosalyn Green  
2 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004  
646-252-4379  
[rosalyn.green@mtacd.org](mailto:rosalyn.green@mtacd.org)

MTA Bus  
James Keys  
130 Livingston Street, 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1708  
[james.keys@mtahq.org](mailto:james.keys@mtahq.org)

New York City Transit  
Shelia Cozine (Acting)  
130 Livingston Street, 3<sup>rd</sup> Floor  
Brooklyn, NY 11201  
718-694-1730  
[equalopportunity@nycct.com](mailto:equalopportunity@nycct.com)

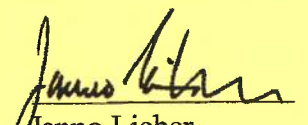
Long Island Rail Road  
Jessica Cooke  
Jamaica Station – 4<sup>th</sup> Floor  
Jamaica, NY 11435  
718-558-8174  
[jcooke2@lirr.org](mailto:jcooke2@lirr.org)

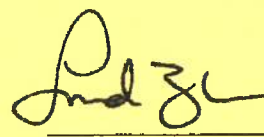
Metro-North Railroad  
Mayra Bell  
420 Lexington Avenue, 12<sup>th</sup> Floor  
New York, NY 10170  
212-340-2560  
[mbell@mnrr.org](mailto:mbell@mnrr.org)

Additionally, a person may, at any time, file a complaint directly with the U.S. Department of Transportation at:

U.S. Department of Transportation,  
Federal Transit Administration's Office of Civil Rights:  
Complaint Team, East Building 5th Floor—TCR,  
1200 New Jersey Ave. SE,  
Washington, DC 20590.

Effective: July 1, 2025

  
Janno Lieber  
Chairperson and CEO

  
Lourdes Zapata  
Chief Diversity and Inclusion Officer