



Commissioner's Statement

On the Purpose and Policy of Equal Employment Opportunity

As Commissioner of the New Hampshire Department of Transportation (the Department), I am committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees, employment applicants and business activities.

It is a fundamental policy of the Department to assure equal opportunity in employment to all individuals regardless of race, color, sex, gender, sexual orientation, religion, national origin, political affiliation, age, physical or mental disability, marital status, or military status.

Our Equal Employment Opportunity/Affirmative Action Program will pervade all employment practices including, but not limited to recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits and all other terms and conditions of employment.

To further assure that appropriate program measures are implemented and monitored, I have designated Janet L. Leavitt, as the Department's Internal EEO Coordinator. Mrs. Leavitt can be reached by telephone at 603.271.3735 and by email at janet.l.leavitt@dot.nh.gov. Applicants and employees have the right to file complaints alleging discrimination with the Internal EEO Coordinator.

There can be no retaliation for having filed a complaint.

In order to overcome the effects of historic national discrimination of minorities and women, I am committed to undertake an affirmative action program that includes goals and timetables. The Affirmative Action Plan (AAP) identifies and eliminates policies or barriers to equal employment opportunity and promotes the achievement of full and fair utilization of all protected class persons we find to be underutilized in the workforce or to be adversely affected by any Department policy or practice.

All management personnel share in this responsibility and will be assigned specific tasks to assure that compliance is achieved. Performance by managers and supervisors will be evaluated on the success of the EEO program in a manner that is consistent with their performance in attaining other departmental goals.

Additionally, managers are required to routinely review written policy statements on sexual harassment and unlawful discriminatory harassment with their staff.

Our written EEO Complaint and Investigation Procedure, Non-Discrimination Anti-Harassment Policy, Sexual Harassment Policy and our Statement on the Purpose and Policy of the Affirmative Action Plan are posted and distributed at required new hire orientations, new manager trainings and periodic required EEO Trainings. All Department employees have the right to review and comment on the Department's Affirmative Action Plan. Copies of the Affirmative Action Plan can be accessed at the following location: [Internal Equal Employment Opportunity \(EEO\) Program \(sharepoint.com\)](#)

Equal Employment Opportunity is not only the law, but it is fundamental to this Department's operations and mission. The successful achievement of EEO goals will provide benefits to the Department and subrecipients through a utilization and development of previously underutilized human resources.

Finally, I expect all supervisory personnel to adhere to this policy by carrying out their affirmative action responsibilities with the same vigor and effectiveness as all their other responsibilities.

William Cass, P.E.
Commissioner