

**DELAWARE RIVER AND BAY AUTHORITY
EQUAL EMPLOYMENT OPPORTUNITY ACTION PLAN
EXECUTIVE SUMMARY**

The Delaware River & Bay Authority (referenced below as “the Authority”) is fully committed to the concept and practice of equal opportunity in all aspects of employment. The Authority, a bi-state governmental agency created by Compact in 1962, operates three interstate transportation links and participates in many economic development initiatives in Delaware and the four southern counties of New Jersey. An organization of people serving people, the Authority values a skilled, knowledgeable and diverse work force with different backgrounds and perspectives that will foster unique ideas to positively benefit the Authority’s operations and customers. The Authority is an Equal Opportunity Employer (EOE).

To further promote its goal of equal employment opportunity the Authority prepared an Equal Employment Opportunity Action Plan (referenced below as “the Plan”). The Authority is not a federal contractor and therefore is not required by law to prepare a written Affirmative Action Plan. However, the United States Department of Labor (“DOL”) has, over many years, developed regulations governing written affirmative action plans for federal contractors. The regulations describe a method for developing statistical information to analyze whether race and sex appear to have any impact on workplace decisions. In addition, the regulations include suggestions for specific, results-oriented policies and procedures that, if undertaken in good faith, the DOL believes will provide equal employment opportunity to all persons, regardless of race, sex, or any other protected characteristic. The Authority used the DOL regulations as a model for its Plan.

The Authority’s Human Resources Department devoted many hours to compiling and analyzing information about its workforce. The Authority’s analysis revealed no statistically significant evidence of discrimination against applicants or employees based on race or sex.

The overall responsibility for implementation of the Equal Employment Opportunity Policy and the Plan is assigned to the Executive Director. The Authority has assigned primary management responsibility and accountability for ensuring full compliance with the plan to the Equal Employment Opportunity Recruitment Manager (EEO Recruitment Manager). The EEO Recruitment Manager has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the Plan. The Executive Director actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance.

1. The duties of the EEO Recruitment Manager include:
 - A. Implementing policy statements, methods, and internal and external communication techniques. (Equal Employment Opportunity action policies and procedures will continue to be developed and implemented to ensure an efficient yet positive interaction between the EEO Recruitment Manager and the managers charged with making employment decisions.)
 - B. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of equal employment opportunity policies and procedures.

- C. Monitoring the Authority's employment decisions and meeting with senior managers to assure that the Authority's EEO policies are being followed.
 - D. Serving as a liaison between the Authority and enforcement agencies.
 - E. Serving as a liaison between the Authority and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.
 - F. Making contact with predominantly female and minority high schools, colleges, and technical schools in the area as needed.
 - G. Keeping management informed of developments in the equal employment opportunity area.
2. The Authority recognizes that the cooperation of department supervisors and line managers is required to reach the full potential of the Plan. Therefore, supervisors and managers are expected to:
- A. Assist the EEO Recruitment Manager in the elimination of any barriers to equal employment opportunity.
 - B. Whenever possible, participate in local minority organizations, women's organizations, community action groups, and community service programs.
 - C. Adhere to the Authority's policy of equal employment opportunity for all employees.
 - D. Take action to prevent the harassment of employees based on protected characteristics.

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