



Pee Dee Regional  
Transportation Authority

Equal Employment Opportunity  
Program (EEO)

*In accordance with circular FTA C 4702.1B each recipient who has 50 to 99 transit-related employees, and; requests or receives capital or operating assistance in excess of 1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year is required to submit an abbreviated Equal Employment Opportunity Program.*

Effective: June 2026 – June 2030

Adopted by:

*Hattie Parsons*

Date Adopted: [06/18/2026]

Position: \_\_\_\_ Chair/Vice Chair/2<sup>nd</sup> Vice Chair \_\_\_\_

Last Revision Date: [09/18/2025]

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## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

### **STATEMENT OF POLICY**

The Pee Dee Regional Transportation Authority (PDRTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, PDRTA strives to have a workforce that reflects the community it serves. PDRTA is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

The policies and principles of Equal Employment also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination with the PDRTA office or EEO Officer. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Furthermore, PDRTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The Executive Director, Don Strickland, maintains overall responsibility and accountability for PDRTA's compliance with its EEO Policy and Program. Mr. Strickland can be contacted by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [dstrickland@pdrt.org](mailto:dstrickland@pdrt.org).

To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Executive Director has appointed Ania Giannace Dixon, Human Resources Director, as PDRTA's EEO Officer. Ms. Giannace Dixon reports directly to the Executive Director. Ms. Giannace Dixon can be contacted by telephone at 843-519-0884, or by email to [adixon@pdrt.org](mailto:adixon@pdrt.org).

All EEO complaints will be processed without conflicts of interest. PDRTA will take measures to prevent any such conflicts and, where possible, avoid perceived conflicts of interest. To ensure compliance with this requirement and to maintain the integrity of the EEO complaint program, the EEO Officer is not solely responsible for managing, advising, or overseeing the EEO complaint process. If an employee or applicant does not want to bring a complaint to the EEO Officer, then the employee or applicant should contact Mr. Strickland concerning the complaint.

All PDRTA executives, managers and supervisors share in the responsibility for implementing and monitoring PDRTA's EEO Policy and Program within their department areas and will be assigned specific tasks to ensure compliance is achieved. PDRTA will evaluate its managers' and supervisors' performance on their successful implementation of PDRTA's policies and procedures, in the same way PDRTA assesses their performance in other agency programs.

## **PROCEDURE FOR DISSEMINATION OF POLICY**

### **Internal Dissemination**

The following actions will be taken to ensure widespread distribution of the policy and procedures, as well as to foster understanding and support:

1. The EEO policy statement, including written communication from the Executive Director (e.g. policy statement), shall be permanently posted and conspicuously displayed in frequently used areas available to employees and applicants for employment such as bulletin boards and foyers.
2. Nondiscrimination posters (e.g. Federal and state labor laws posters) and official EEO-related materials are posted near time clocks, in employees' break rooms, and in the HR office.
3. Supervisory staff and employees are informed of the EEO program and policy through written notification and inclusion of the EEO policy in personnel handbooks and onboarding materials.
4. Managers receive quarterly updates regarding progress of EEO objective and program implementation. The quarterly updates are conducted through written communication and provide statistical information of EEO accomplishments.
5. Supervisory staff is responsible for both EEO compliance and program implementation. PDRTA will continue to train supervisors and managers regarding equal employment and fair labor practices. The EEO training includes information on the evolving issue of harassment based on protected characteristics (including sexual harassment); with emphasis on commitment to our policy that strictly forbids harassment activity in any form.
6. The EEO program and policy along with the EEO complaint processing procedures are available for all employees and public to review on the PDRTA website. Electronic copies of this policy are also provided to all employees, managers and supervisors on the PDRTA Internal Public Drive.
7. EEO meetings shall be conducted annually with employees to inform them of PDRTA's commitment to EEO policy and objectives and seek input. Management makes and shall continue to make known to all employees the existence of PDRTA's EEO policy and will make available such elements of the Plan to all employees upon request.
8. PDRTA conducts periodic EEO training for all employees and for managers. For all new supervisors or managers EEO training will be conducted within 90 days of their appointment.

9. Meetings with management officials (e.g., bus operations, maintenance, safety etc.) will be held at a minimum semiannually to discuss the EEO Program and its implementation.

### **External Dissemination**

1. PDRTA shall notify all recruitment sources of the EEO policy and encourage them to actively recruit and refer women, minorities, and disabled persons to assist PDRTA in achieving the agency's objective of a fair, diverse and inclusive workplace.
2. PDRTA shall communicate their EEO policy commitment to subcontractors and suppliers, verbally or in writing.
3. PDRTA shall notify all current or potential sources of work force supply, including but not limited to employment agencies, schools, colleges, and news media of the EEO policy.
4. PDRTA shall include the statement "Equal Opportunity Employer" on all company stationary, employment applications, and in advertisements recruiting employees.
5. PDRTA shall include the statement "Equal Opportunity Employer" in any advertising in the news media, quarterly newsletters to stakeholders and communication with partners in the community when applicable.
6. PDRTA shall display pictures of a diverse workforce including, women, minorities, and/or disabled employees in advertising, employee handbooks, and similar publications.

### **DESIGNATION OF PERSONNEL RESPONSIBILITY**

The Executive Director, Don Strickland, has overall responsibility and accountability for proper implementation of PDRTA on equal employment opportunity and affirmative action. For management efficiency, he has delegated responsibility for day-to-day management of the EEO-related functions to the Human Resources Director, Ania Giannace Dixon. Ms. Giannace Dixon has been designated as EEO Officer to oversee the development and implementation of policies related to non-discrimination, equal opportunity, and affirmative action.

Ms. Giannace Dixon's duties may include, but are not limited to the following:

1. Developing the EEO policy statement and EEO program;
2. Internal and external dissemination of the EEO policy;
3. Collecting and analyzing employment data, identifying problem areas, and developing programs to achieve goals;
4. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness;

5. Reporting semi-annually to the Executive Director on progress of each department in relation to the agency's goals;
6. Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible staff members;
7. Providing EEO training for employees and managers;
8. Serving as liaison between the agency, Federal, State, and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups;
9. Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood;
10. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date;
11. Concurring in the hiring and promotion processes;
12. Periodically reviewing employment practices policies;
13. Investigating and responding to all EEO related discrimination complaints.

Although the EEO Officer has the primary responsibility for day-to-day management of PDRTA's EEO plan, all managers are expected to fulfill the following responsibilities:

1. Assisting in identifying problem areas and establishing agency and department goals and objectives;
2. Being actively involved with local minority organizations, women's and disabled persons groups, community action organizations, and community services programs designed to promote EEO;
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with other managers, supervisors, and employees to ensure the agency's policies and procedures are adhered to;
5. Reviewing the qualifications of all employees to assure that minorities, disabled persons, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;
6. Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

7. Participating in the review and/or investigation of complaints alleging discrimination;
8. Participating in periodic audits to ensure that each agency department is in compliance.

## **ASSESSMENT OF EMPLOYMENT PRACTICES**

### **Recruitment Methods**

PDRTA management notifies the Human Resources Department of all transit department vacancies. All vacant positions are posted and advertised through appropriate internal and external communication channels to attract a diverse and qualified applicant pool. Position announcements may be distributed to employees through PDRTA's email system and other approved methods of communication.

The Human Resources Department is available to provide employees with information regarding job opportunities, application procedures, and career development resources. Management is responsible for ensuring that employees are informed of employment opportunities in a fair, consistent, and equitable manner.

Comprehensive recruitment and outreach efforts are essential to attracting qualified candidates and ensuring that applicant pools reflect the diversity of the communities served by PDRTA.

#### **Broad Job Posting Distribution**

The job openings are posted externally on the PDRTA web site at [www.pdrta.org](http://www.pdrta.org), as well as the PDRTA Facebook page <https://www.facebook.com/thebuswillgetyouthere/> and PDRTA LinkedIn account at <https://www.linkedin.com/company/pee-dee-regional-transportation-authority>. PDRTA also utilizes global online employment search platforms for job postings, such as Indeed and/or ZipRecruiter. In addition, PDRTA communicates job openings to local community centers, workforce development agencies, and organizations that serve diverse populations, i.e. South Carolina Department of Employment and Workforce (SCDEW) who provides support with matching job seekers, organizing hiring events and job fairs county-wide.

#### **Targeted Outreach to Underrepresented Groups**

PDRTA maintains a close liaison with college/university work-study programs and high school co-op programs as a continuing potential source of minority and female applicants. The list of schools and university/colleges includes Florence-Darlington Technical College, Francis Marion University, Northeastern Technical College and Poynor Adult Education. The Human Resources Director also partners with various community and civic organizations, and placement services for recruitment purposes. PDRTA is a certified STAYS employer under the "Stay to Apply Your Skills in South Carolina" program with the SC DEW by offering job opportunities to Veterans.

## Accessibility & Inclusion in Postings

PDRTA ensures postings use plain language and are free of bias (e.g., gender-coded terms). Upon request, postings may be provided in multiple languages when appropriate to match community demographics. Furthermore, as an equal opportunity employer, PDRTA conforms in any job posting that the application process is accessible to individuals with disabilities.

## **Selection Procedures**

PDRTA's selection procedures are designed to ensure non-discrimination in hiring, transfers, and promotions. It is specifically concerned with preventing selections based on stereotypical characterizations, i.e. preference of supervisors, co-workers or clients of PDRTA, and other non-merit factors. Specific procedures have been designed to accomplish this goal. Job-related criteria to ensure consistency in the selection process include the development of clear, written job descriptions that list the essential functions and required qualifications and basing all selection decisions (screening, testing, interviews) strictly on these job-related factors, not personal characteristics. Also, PDRTA uses standardized evaluation forms or scoring rubrics to review all applications and applies the same criteria equally to all candidates to avoid bias.

When the application process requires an assessment or skill test, PDRTA uses only validated tests or assessments that are directly related to job performance. The Human Resources department ensures the tests are accessible to individuals with disabilities and will provide reasonable accommodation when requested to applicants with disabilities. In addition, background checks requirements are applied uniformly to all candidates. The Human Resources Department ensures the checks comply with EEOC guidance (e.g., criminal history must be relevant to the job).

## **Interview Procedures**

PDRTA follows a structured interview process by asking each candidate the same core set of job-related questions using a panel interview (with diverse interviewers) to reduce individual bias and document responses and scoring for consistency. The applicant EEO data sheet is removed from all job applications and personal information is redacted from the driving record prior to management review to prevent bias in the selection and interview process. In order to ensure fair and objective interviews, the Human Resources department has conducted management workshops related to the interview process, unlawful pre-employment inquiries, and general interviewing techniques

## **Promotion**

Promotions will be conducted in accordance with applicable rules, on a non-discriminatory basis. Any employee in good standing is eligible for promotion consideration, assuming he or she meets the minimum qualifications for the position. The procedure used in selecting candidates for promotion will be evaluated periodically to ensure that they are relevant and non-discriminatory. Any employee who feels he or she has not been accorded fair and impartial

treatment regarding employment will be offered an opportunity to discuss their concerns.

PDRTA is committed to the following measures when promoting current employees:

1. The process of screening applications will be administered consistently using valid requirements of the job, by either HR or the hiring supervisor.
2. Supervisors involved in promotion of employees are trained to be aware of and eliminate bias.
3. Supervisors involved in interviewing are trained to develop skills necessary to interview and evaluate applicants in non-discriminatory manner
4. On-the-job training will be designed so that employees have an opportunity to acquire skills needed to advance within PDRTA.
5. Employees with managerial ability will be encouraged to acquire skills on-the-job or through more formalized training prior to their advancement into a management position.

### **Training and Development**

PDRTA recognizes its responsibility to train and develop its employees. Management shares the responsibility with employees for developing their promotion potential and recognizes that development for employees takes place in a growth-oriented environment.

Management's understanding and respect for everyone's uniqueness and is based on:

1. The employee's willingness to participate in self-development;
2. Management's commitment to assess employee skill level and to develop employee potential for promotion using available training opportunities;
3. Quantity and quality of career development information provided by the Human Resources department.

The Human Resources Director is available to provide information to employees regarding PDRTA's job classifications and their requirements. Potential career growth and educational information is available to interested employees.

The following procedures have been implemented by the Human Resources and Training and Safety department to enhance the equitable handling of training opportunities for individuals in PDRTA's employment:

1. Training and educational programs sponsored or supported by PDRTA will be available to all employees, appropriate to the employee's position, without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.
2. Training and educational programs sponsored or supported by PDRTA will be publicized through various media such as flyers, brochures, email announcements, and newsletters.
3. Training programs shall be designed to upgrade the skills of employees so that they can improve performance in their present position and/or to prepare for future promotional opportunities.
4. EEO Training must be completed annually by all managers.
5. Newly hired managers and supervisors must complete EEO training within their first 90 days of employment.
6. All employees receive the EEO Policy Statement on an annual basis. All new hires receive a copy of the EEO Program at orientation.

### **Compensation and Benefits**

In an effort to establish an equitable wage and salary administration program, PDRTA has adopted a formal wage and salary structure for all employee categories. This plan is updated annually to ensure that wages are internally and externally equitable. The PDRTA Board of Directors approves the Wage and Salary Plan annually.

The plan goals are to:

1. Match job descriptions with actual job duties.
2. Determine compensation parity between jobs of equal responsibility requiring comparable skills.
3. Prepare in-depth job descriptions covering:
  - o Purpose and scope of job (general summary)
  - o Duties and responsibilities (details)
  - o Supervision exercised or Supervision received
  - o Minimum qualifications (education, experience, and other skills)

4. Measure the job descriptions by a standardized system as a foundation for determining rank and compensation. |
5. Assure that the practices of compensation are fair and equitable and conform to PDRTA's EEO Policy and applicable state and federal law.

The Human Resources Director has reviewed the wage and salary program as it relates to the following:

1. Current classifications have been reviewed to encourage career growth. Employees are encouraged to apply for positions for which they deem themselves qualified.
2. Every effort has been made to combine job classifications of a comparable nature; however, some job classifications are unique to a specific department function. In such cases education/experience requirements are available to employees interested in pursuing same.

The compensation level for positions reflects equity in reference to degrees of responsibility and qualifications. Benefit plans and programs are administered according to PDRTA policy and in conformance with state and federal laws and regulations. Benefits will be offered to all eligible employees based on employment status and regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

### **Employee Performance and Evaluation**

PDRTA's goal is to conduct an EEO-aligned performance evaluation system that is consistent, transparent, objective, and focused only on job-related factors, while ensuring all employees have equal access to fair assessment and growth. In order to reach this goal, employees are evaluated only on their ability to perform the essential duties of the job (e.g., meeting deadlines, quality of work, safety practices) and performance standards are based on measurable outcomes, not subjective impressions.

A consistent evaluation process ensures that all employees in the same role are evaluated using the same criteria, forms, and rating scales. Furthermore, it reduces favoritism or bias when supervisors follow standardized procedures. When completing employee evaluations, supervisory staff focuses on merit, not non-merit factors. For example, evaluations do not consider race, gender, age, disability, religion, or other protected characteristics and personal characteristics unrelated to job performance (e.g., appearance, accent, family status) are excluded.

Employees are evaluated at the end of their probationary period and on an annual basis thereafter. The reviews are documented and shared with employees who have the opportunity to comment on or appeal their evaluations if they feel unfairly assessed. When employees receive constructive feedback, PDRTA offers equal opportunities for training, mentoring, and advancement. Supervisors ensure that all staff have access to performance improvement

resources when needed. Periodically, supervisors receive training on completing employee performance evaluations including EEO, unconscious bias, and cultural awareness to ensure they base assessments on facts, not assumptions or stereotypes.

In general, conducting employee performance evaluations can lead to the following benefits:

1. Realistic assignment of work;
2. Objective analysis of employee's capabilities;
3. Analysis of departmental strengths and weaknesses;
4. Assessment of training needs;
5. Monitoring training effectiveness and assessment of development plans;
6. Employee awareness of performance.

### **Termination and Disciplinary Procedures**

PDRTA's goal is to keep disciplinary and termination actions consistent, well-documented, based only on legitimate job-related factors, and free from bias or retaliation. All policies and disciplinary procedures should be applied uniformly across all employees ensuring that employees in similar situations receive the same type of corrective action regardless of race, gender, age, disability, or other protected traits.

Progressive disciplinary action may take the form of verbal or written warnings, suspensions without pay, and/or termination, when possible, unless misconduct is severe. Prior to taking disciplinary questions, management should give employees fair notice and chances to correct their behavior or actions. Any disciplinary action or termination should always align with PDRTA policies and procedures and applied equally across the agency's workforce.

No employee should ever be disciplined or terminated for filing a complaint, participating in an investigation, or exercising EEO rights (e.g., requesting accommodation, taking FMLA leave). Any employee or any applicant for employment at PDRTA who feels they have been discriminated against should contact the EEO Officer who will immediately investigate the circumstances involved in the complaint and will take appropriate corrective action in accordance with Regulations and applicable laws.

### **Discrimination Complaint Procedures**

Any PDRTA employee who believes that he or she, individually or as a member of a specific class of persons, has been subjected to discrimination on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class, may file a written complaint with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination with the PDRTA office or EEO Officer. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an

investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

### **How to file an EEO Complaint**

An EEO complaint must be filed no later than one hundred and eighty (180) days from the date the alleged discrimination occurred. Complainants are encouraged to submit EEO complaints in writing using the PDRTA's Complaint Form.

An EEO Complaint form may be obtained by one of the following methods:

|                |                                                                                               |
|----------------|-----------------------------------------------------------------------------------------------|
| <b>Mail</b>    | Request a form in writing to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506 |
| <b>Website</b> | <a href="http://www.pdrta.org">www.pdrta.org</a>                                              |
| <b>Phone</b>   | Request a form by calling PDRTA's EEO Officer at 843-519-0884                                 |

The complaint shall be in writing and include:

- Full name, signature, address, and telephone number of the person making the complaint;
- Time and date of the alleged discrimination;
- A description of how, when, and where the alleged discrimination occurred;
- A description of why the person believes they were discriminated against, including a detailed description of why they believe they were treated differently than others;
- Names and contact information of any witness;
- Any other information relevant to the complaint

### **Filing a Complaint**

The preferred method is to mail the complaint in writing using the EEO Complaint form (Attachment A). Complaints should be mailed to: PDRTA, Attn: EEO Officer, 313 S. Stadium Rd., Florence SC 29506, or they may be emailed to the EEO Officer to [adixon@pdrta.org](mailto:adixon@pdrta.org). Any complaint can be reported to PDRTA by dialing 843-519-0884. If it is determined that the complaint is an EEO complaint, the person will be asked to complete an EEO complaint form which will be sent to them via mail or email, based on their preference.

## **Assistance Filing a Complaint**

In cases where a complainant is unable to provide a written statement, a verbal complaint of discrimination may be made to the EEO Officer by calling 843-519-0884. If the complainant needs assistance in-person, they may make an appointment with the EEO Officer. Appointments are held at the PDRTA Administrative Office, 313 S. Stadium Rd., Florence SC 29506. Under these circumstances, the EEO Officer will interview the complainant to assist with completion of the complaint form.

## **Investigation of EEO Complaints**

All EEO complaints alleging discrimination based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class are recorded immediately upon receipt. All complaints will be investigated promptly, and reasonable measures will be taken as appropriate to preserve any information that is confidential.

Within fifteen (15) business days of receiving the complaint, the EEO Officer will provide written acknowledgement of the complaint. If the alleged action(s) violate(s) PDRTA's EEO policies, an investigation will be conducted.

An investigation will include a review of the following:

- The circumstances under which the alleged discrimination occurred;
- Relevant policies and practices related to the complaint;
- Statements relevant to the allegation.

Whenever applicable, the EEO Officer will notify all appropriate parties regarding the disposition of the complaint. If a violation of PDRTA's EEO policies is determined, the EEO Officer will recommend appropriate corrective action.

PDRTA investigates every case in a fair, consistent and timely manner. If at any time during the course of the investigation, a complainant fails to respond to communications from the EEO Officer after two requests, the complaint may be closed for failure to cooperate.

At any time during the process, the complainant should promptly notify the EEO Officer in writing if they:

- Decide to withdraw the complaint;
- File a lawsuit against PDRTA or its employees;
- Change of address, telephone number or other contact information

After PDRTA has concluded its investigation, the EEO Officer will transmit to the complainant one of the following letters based on its findings:

- A letter indicating PDRTA did not find a violation according to EEO statutes and regulations

- A letter indicating that PDRTA is in violation of EEO statutes and regulations including corrective actions.

If the complainant wishes to appeal the decision, they may do so in writing to:

PDRTA  
Attn: Don Strickland, Executive Director  
313 S. Stadium Rd.,  
Florence SC 29506

If the complainant is dissatisfied with PDRTA's resolution of the complaint, they have the right to file a complaint with a Civil Rights Officer at the Federal Transit Administration's Office of Civil Rights:

Federal Transit Administration Office of Civil Rights,  
Attention: Civil Rights Officer,  
East Building, 5th Floor TCR, 1200  
New, Jersey Avenue, SE, Washington, DC 20590  
Region I Office Phone: (617) 494-2055, Fax: (617) 494-2865.

The complainant may also file a complaint or appeal with any other agency they deem most appropriate at any time during the investigation process.

### Complaint Resolution Procedures

| Responsibility          | Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complainant             | 1    | Reports the complaint of alleged unlawful discriminatory act, disparate treatment, or harassment. Employees are asked to follow the chain of command in filing their complaints unless the complaint is against the department manager. In this case, the employee can file the complaint with the HR Manager/EEO Officer. To avoid conflicts of interest, the HR Director/EEO Officer shall not investigate or resolve any EEO complaints without informing the Executive Director. |
| PDRTA Management        | 2    | Informs the HR Director/EEO Officer of the complaint. If the complaint is not successfully resolved by the department, the employee may then file the complaint directly with Human Resources/EEO Officer. The case will be reviewed by the HR Director/EEO and Executive Director to determine if additional action is required.                                                                                                                                                    |
| HR Director/EEO Officer | 3    | If a complaint is filed against the Executive Director, the Human Resources Director/EEO Officer conducts                                                                                                                                                                                                                                                                                                                                                                            |

|                    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |   | the investigation and must inform the Board of Directors. If determined that additional action is warranted, the HR Director/EEO Officer investigates and consults with any impacted or participatory party to resolve the complaint, documenting all steps taken. A final report of the findings is provided to the Board of Directors for review.                                                                                                                                                                              |
| Executive Director | 4 | The Executive Director assists in investigating and resolving EEO complaints reported to the HR Director/EEO Officer. Jointly, they take next steps, as appropriate and consistent with PDRTA's EEO, Harassment, and Disciplinary policies. If necessary, the HR Director/EEO Officer and Executive Director will consult with the Board of Directors for guidance and/or review of investigation. The HR Director/EEO Officer and Executive Director will meet with the complainant to review the outcome of the investigation. |

### **Eliminating Conflicts of Interest**

All EEO complaints will be processed without conflicts of interest. PDRTA will take measures to prevent any such conflicts and, where possible, avoid perceived conflicts of interest. The EEO Officer monitors the fair execution of employment practices; however, since the EEO Officer takes on the role of the Human Resources Director, conflicts of interest could arise. To ensure compliance with this requirement and to maintain the integrity of the EEO complaint program, the EEO Officer is not solely responsible for managing, advising, or overseeing the EEO complaint process.

PDRTA employs additional methods to ensure the complaint process, investigations and resolutions of complaints receive fair and impartial treatment. If an employee or applicant does not want to bring a complaint to the EEO Officer, then the employee or applicant should contact Don Strickland, Executive Director, concerning the complaint. The Executive Director can be contacted by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [dstrickland@pdrta.org](mailto:dstrickland@pdrta.org). The Executive Director will communicate and provide the results of his investigation to the EEO Officer.

Alternatively, an employee or applicant can contact the Human Resources Director and EEO Officer, Ania Giannace Dixon, by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [adixon@pdrta.org](mailto:adixon@pdrta.org). The EEO Officer will immediately record the complaint and inform the Executive Director of the complaint. Upon receipt, they jointly address any conflicts of interest and ensure the appropriate resolution is implemented.

## **MONITORING AND REPORTING**

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. This system serves the following basic purposes:

1. Assesses EEO Plan accomplishments and EEO Officer's effectiveness in accomplishing program goals
2. Enables PDRTA to evaluate the EEO Plan during the year and to take any necessary corrective action regarding the development and execution of programs of goals and timetables.
3. Identifies managers and supervisors who have failed to achieve the goal or to implement affirmation action.
4. Provides a precise and factual database for future projections.

### **Procedures for Agency Monitoring**

PDRTA will monitor its EEO Plan by evaluating data on applicants, new hires, promotions, transfers, discipline, and terminations on an annual basis. The RTA will take any necessary corrective action regarding the development and execution of programs, goals, and timetables. The procedures to continuously monitor employment procedures and practices to measure the effectiveness of the EEO Plan include:

1. Compile applicant data to include race and gender, position sought, and the ultimate disposition of each job applicant, where the collection of such information does not violate the individual's rights.
2. Compile applicant data to include individuals with disabilities and Veterans, the number of applicants for employment and/or promotions in each job category and the number hires and promoted, cross-reference by age, race and gender.
3. Compile data for each promotional or transfer opportunity to include all persons considered, identified by age, race and gender.
4. Compile employee termination data (both voluntary and involuntary) to include the race, gender, and position.
5. Compile employee disciplinary data to include the race, gender, and position and type of disciplinary action.
6. Compile employee training data to include race, gender, and position.
7. Monitor the effectiveness of recruitment and outreach efforts to community organizations by maintaining a record of the outreach responses and auditing applicant pools for diversity at all levels and for all positions

8. Ensure annual meetings with staff responsible for the EEO Plan to review the RTA's compliance with the plan sections, goals and timeframes to reach goals, employment statistics and data collected throughout the year
9. Develop an Action Plan to remedy any EEO Plan deficiencies that are identified in the annual EEO Plan meetings
10. Conduct ongoing training with supervisors and managers at the RTA to ensure compliance with all aspects of the EEO Program and evaluate internal training and promotional opportunities for adverse impact
11. Maintain a log of all alleged employment discrimination complaints to complainant name, parties involved, date of incident/complaint, list of complaint(s) and current status. Update log as complaints arise and are investigated. This data is used to identify trends, ensure timeliness of complaint investigations and resolutions, and report results to the RTA's Executive Director
12. Review periodically, in conjunction with human resources, the RTA's union contracts to ensure employment practices and policies stated therein are current (e.g., hiring, promotions, training, complaint policies, reasonable accommodation policies, performance evaluations and grievance procedures) and to ensure there is not a disparate impact.

NOTICE OF EEO OFFICER

June 18, 2026

NOTICE

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

In compliance with Federal Transit Administration (FTA) regulations, we are pleased to announce the appointment of Ania Giannace Dixon as the Equal Employment Opportunity (EEO) Officer for PDRTA. As the EEO Officer, Mrs. Giannace Dixon will be responsible for ensuring that the agency adheres to all Equal Employment Opportunity policies, including those outlined under the Civil Rights Act of 1964 and Executive Order 11246.

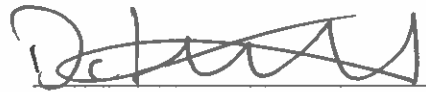
Mrs. Giannace Dixon will oversee the development and implementation of policies related to non-discrimination, equal opportunity, and affirmative action. She will also serve as the primary point of contact for any EEO-related concerns, complaints, or inquiries.

For questions or concerns related to Equal Employment Opportunity, please contact Mrs. Giannace Dixon at 843-519-0884 or by email to [adixon@pdrta.org](mailto:adixon@pdrta.org).

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS

6/18/26  
Date

  
Chair/Vice Chair/2nd Vice Chair

  
Don Strickland, Executive Director

## Equal Employment Opportunity Statement of Policy

The Pee Dee Regional Transportation Authority (PDRTA) has a strong commitment to the community it serves and its employees. As an equal opportunity employer, PDRTA strives to have a workforce that reflects the community it serves. PDRTA is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. The policies and principles of Equal Employment also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with PDRTA.

Employees and applicants have the right to file complaints alleging discrimination against the PDRTA office or EEO Officer. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. Furthermore, PDRTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

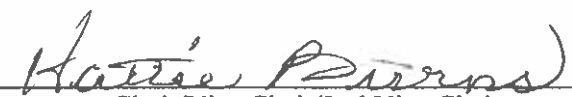
The Executive Director, Don Strickland, maintains overall responsibility and accountability for PDRTA's compliance with its EEO Policy and Program. Mr. Strickland can be contacted by writing to 313 S. Stadium Rd. Florence SC 29506, by telephone at 843-519-0886, or by email to [dstrickland@pdrta.org](mailto:dstrickland@pdrta.org). To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Executive Director has appointed Ania Giannace Dixon, Human Resources Director, as PDRTA's EEO Officer. Ms. Giannace Dixon reports directly to the Executive Director. Ms. Giannace Dixon can be contacted by telephone at 843-519-0884, or by email to [adixon@pdrta.org](mailto:adixon@pdrta.org).

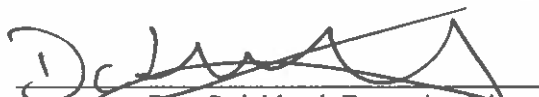
All EEO complaints will be handled in a manner that avoids conflicts of interest. PDRTA will implement safeguards to prevent actual conflicts and, when possible, minimize the appearance of potential conflicts. To uphold this requirement and protect the integrity of the EEO complaint program, the EEO Officer will not bear sole responsibility for managing, advising on, or overseeing the complaint process. Employees or applicants who prefer not to bring a complaint directly to the EEO Officer may instead contact Mr. Strickland.

All PDRTA executives, managers and supervisors share in the responsibility for implementing and monitoring PDRTA's EEO Policy and Program within their department areas and will be assigned specific tasks to ensure compliance is achieved. PDRTA will evaluate its managers' and supervisors' performance on their successful implementation of PDRTA's policies and procedures, in the same way PDRTA assesses their performance in other agency programs.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS

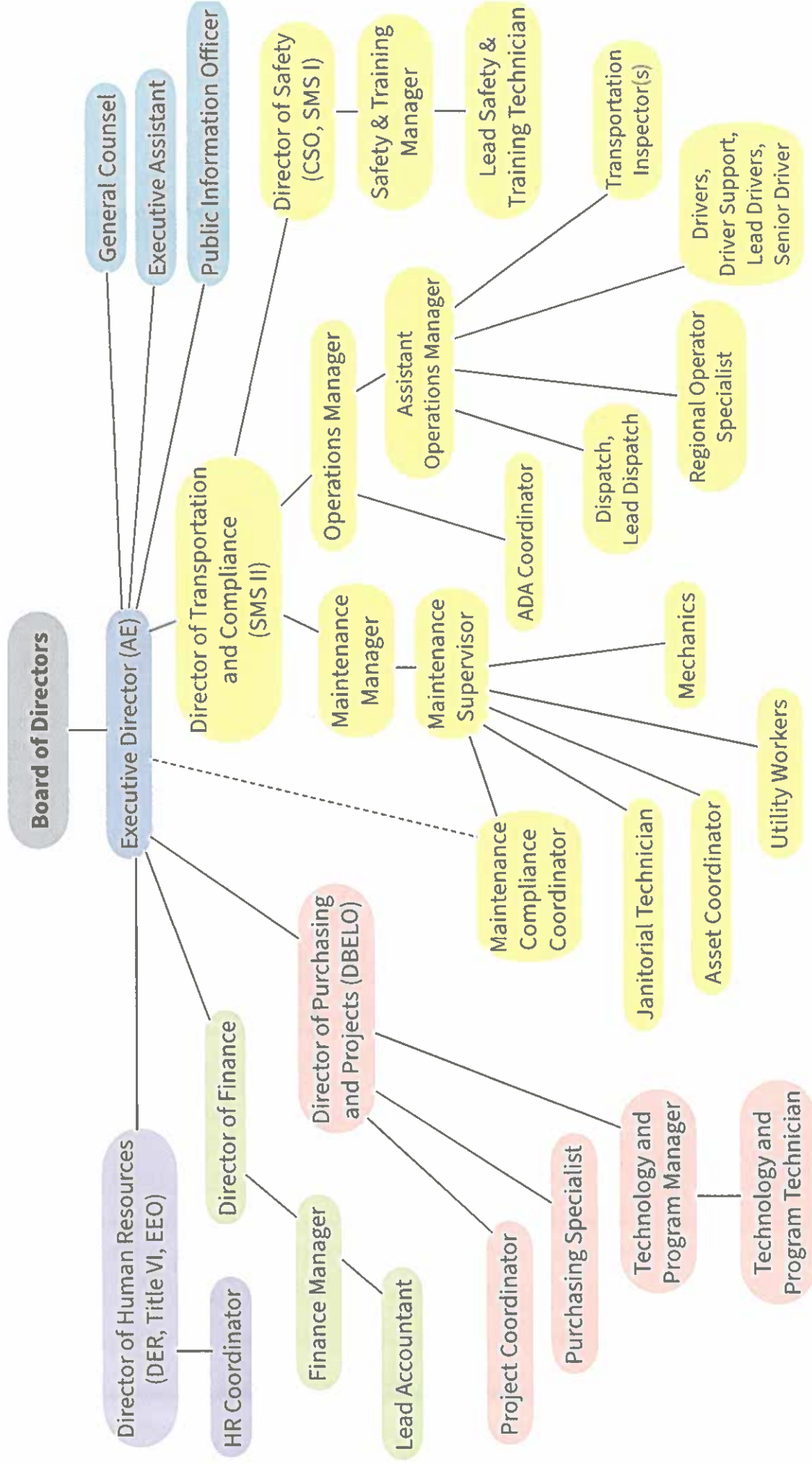
10/18/26  
Date

  
Chair/Vice Chair/2nd Vice Chair

  
Don Strickland, Executive Director

# Pee Dee Regional Transportation Authority Organizational Chart

## (Color Coded by Department)



Authorizing Signature: Walter D. Evans Date: 6/18/20

Chair/Vice Chair/Second Vice Chair

Updated June 18, 2020

## Equal Employment Opportunity Complaint Form

### Section I:

Name

Email

Address

Telephone Number

### Section II:

I believe that I have been (or someone else has been) discriminated against on the basis of:

- |                                                        |                                              |
|--------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Race/Color/ National Origin   | <input type="checkbox"/> Religion            |
| <input type="checkbox"/> Sex                           | <input type="checkbox"/> Age                 |
| <input type="checkbox"/> Physical or Mental Disability | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Veteran Status                | <input type="checkbox"/> Pregnancy           |
| <input type="checkbox"/> Equal Pay                     | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Gender Identity               | <input type="checkbox"/> Sexual Orientation  |
| <input type="checkbox"/> Sexual Harassment             | <input type="checkbox"/> Other _____         |

Date of Alleged Discrimination (month, day, year): \_\_\_\_\_

Location of Alleged Discrimination: \_\_\_\_\_

### Section III

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as contact information of any witnesses. If more space is needed, please use the back of this form.

|                                                                                                       |        |
|-------------------------------------------------------------------------------------------------------|--------|
| <b>Section IV</b>                                                                                     |        |
| Have you filed this complaint with any other federal, state, or local agency or court? ( ) Yes ( ) No |        |
| If yes, which federal, state, local agency or court did you file this complaint with: _____           |        |
| Please provide contact information for the person you spoke to at the above agency:                   |        |
| Name:                                                                                                 | Title: |
| Agency:                                                                                               |        |
| Address:                                                                                              |        |
| Telephone:                                                                                            |        |

You may attach any written materials or other information that you think is relevant to your complaint.

Please sign and date this form before returning to the EEO Officer:

Signature

Date

If you need assistance completing this form, contact the EEO Officer, Ania Giannace Dixon,  
at 843-519-0884 or [adixon@pdrta.org](mailto:adixon@pdrta.org).

Pee Dee Regional Transportation Authority (PDRTA) is committed to taking employment actions, including but not limited to recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

**Please submit this form in person at the address below, or mail to:**

Pee Dee Regional Transportation Authority  
Attn: EEO Officer  
313 S. Stadium Rd.  
Florence SC 29506