

INDIANA HARBOR BELT RAILROAD
EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY
EFFECTIVE MAY 1, 2024

Purpose

The Indiana Harbor Belt Railroad (IHB) is committed to providing equal employment opportunities to both applicants and employees without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected class. We believe that a diversified workforce is essential to our company's success and strive to create an environment where all employees are treated equally, fairly and with respect.

Scope

This policy applies to all IHB employees and to all aspects of employment including recruitment, hiring, training, promotions, compensation, benefits, transfers, terminations, and all other conditions and privileges of employment. Every employee is expected to contribute to a culture of inclusion and fairness, providing a workplace free from discrimination or harassment of any kind. The IHB will comply with all applicable federal, state, and local laws governing EEO. Discrimination or harassment of any kind will not be tolerated.

Definitions

Discrimination

Discrimination is defined as treating someone less favorably with respect to employment opportunities, benefits or privileges, work conditions or evaluative standards in employment if the discriminatory treatment is based on a person's race, color, national origin, age religion, sex, sexual orientation, gender identity, disability status or other protected status.

Harassment

Harassment is defined as any verbal or physical conduct designed to threaten, intimidate or coerce another person.

Verbal harassment includes, but is not limited to, offensive or unwelcome comments regarding a person's race, color, national origin, age religion, sex, sexual orientation, gender identity, disability status or other protected status, including epithets, slurs and negative stereotyping.

Nonverbal harassment includes, but is not limited to, distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group based on their race, color, national origin, age religion, sex, sexual orientation, gender identity, disability status or other protected status.

Policy

The IHB will recruit, hire, train and promote employees based on qualifications, skills, performance, and seniority where applicable, without regard to race, religion, gender, age, disability, or any other protected class.

The IHB will make reasonable accommodations for applicants or employees with disabilities to ensure equal opportunities are provided for all employment decisions.

All employees will have equal access to resources and opportunities for professional development regardless of their background.

There will be no discrimination based on protected characteristics when determining salary, benefits, promotions, bonuses or any other employment decisions.

The IHB will strive to maintain a work environment free from discrimination, harassment, and retaliation and expects all employees to treat one another with dignity and respect.

Reporting Procedures

Employees are encouraged to report any incidents of discrimination, harassment, or retaliation. Any incidents of harassment or discrimination should be reported as soon as possible after the incident occurs. This is a key factor in stopping the behavior quickly and in ensuring a prompt and efficient investigation of the incident where necessary. Employees should follow the procedures in the IHB's Harassment, Intimidation, and Discrimination Reporting Policy. All reports will be taken seriously and will be investigated and handled appropriately.

Retaliation

Employees should feel comfortable reporting any type of incident without fear of retaliation. Filing a bona fide complaint, appearing as a witness, providing information during the investigation of a complaint, or serving as an investigator of a complaint will in no way be used against an employee or have an adverse impact on their employment status.

Filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation of this policy subject to discipline up to and including termination of employment.

Confidentiality and Maintenance of Records and Information

All complaints and investigations are treated confidentially to the extent reasonably possible. Information is disclosed strictly on a need-to-know basis. All employees involved in the investigation of a harassment or discrimination complaint will refrain from discussing the event and will respect the confidentiality of all involved parties.

The IHB will maintain a written record of each formal complaint, and how it was investigated and resolved. Written records will be maintained by the Human Resources Department in confidence to the extent practical and appropriate.

Violations

Every employee is responsible for upholding this policy and maintaining a harassment and discrimination free workplace. Appropriate disciplinary action will be taken against any employee who violates this policy. Depending on the seriousness of the offense, disciplinary action may include training, referral to counseling, reassignment, compensation adjustment, verbal or written reprimand, suspension, or termination of employment.

John H. Wright
John Wright, General Manager

4/24/24
Date

Melanie Lindner
Melanie Lindner, Director of Human Resources

4-24-24
Date