

All complaints will be kept as confidential as possible, and information regarding the complaint will be disclosed only to the extent necessary to conduct an adequate investigation and to comply with Metra's legal responsibilities. Involved parties and/or witnesses are also instructed to keep their participation in any investigation confidential.

Retaliation against an employee who reports harassment, or against an employee(s) that participates in the investigation of such a complaint, will be viewed as a violation of this policy. Retaliatory conduct will not be tolerated and may lead to discipline up to and including discharge.

Metra will provide Federal Railroad Safety Act Whistleblower protection to any person subject to this policy. The Occupational Safety and Health Administration (OSHA) is the federal agency responsible for enforcing the Whistleblower Protection law.

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**EEO/Diversity Initiatives Department**  
547 W. Jackson Boulevard  
Chicago, Illinois 60661

312.322.7099 - phone  
312.322.4273 - fax



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## ANTI-HARASSMENT POLICY

### INJURY REPORTING



Countess P. Cary  
Sr. Director EEO/Diversity Initiatives

**EEO / Diversity Initiatives**

# ANTI-HARASSMENT POLICY FOR INJURY REPORTING

Metra is committed to providing working conditions that will promote a safe and healthy work environment for all its employees. This includes Metra's commitment to complete and accurate reporting of all accidents, incidents, injuries, and occupational illnesses arising from the operation of the railroad.

Additionally, Metra is committed to full compliance with the letter and spirit of the Federal Railroad Administration's (FRA) accident reporting regulations and to the principle that harassment or intimidation of an individual that is calculated to discourage or prevent such person from receiving proper medical treatment or from reporting such accident, incident, injury or illness will not be permitted or tolerated.

Furthermore, no employee who reports in good faith, raises a concern, provides information or otherwise assists in an investigation or proceedings of conduct he/she reasonably believes to be in violation of this policy shall be subjected to harassment, retaliation or any adverse employment consequences as a result of their participation.

Any Metra employee, supervisor, manager, or officer of Metra found to be in violation of this policy will face disciplinary action, up to and including discharge, in accordance with established procedures for contract and non-contract employees.



# COMPLAINT PROCEDURES

**Contract employees** who feel they are being harassed, intimidated or retaliated against by **ANY** Metra employee regarding the reporting of an accident, incident, injury or occupational illness, or subject to any action that is calculated to discourage or prevent a person from receiving proper medical treatment, may submit their complaint in writing to the Injury/Harassment Review Committee following the procedures outlined in Metra's Injury/Illness Policy Statement.

The employee will be notified by the Injury/Harassment Review Committee in writing within 60 days of receipt of the employee's complaint.

**Non-contract employees** who feel they are being harassed, intimidated or retaliated against by **ANY** Metra employee for reporting an accident, illness, injury or occupational illness are encouraged to submit a complaint in writing to Countess P. Cary, Senior Director, EEO/Diversity Initiatives. Furthermore, non-contract employees who feel they have been subjected to any action that is calculated to discourage or prevent them from receiving proper medical treatment are also encouraged to submit a complaint.

The Senior Director, EEO/Diversity Initiatives, or a designee, is authorized to conduct a thorough and prompt investigation of the complaint. This investigation will include, but is not limited to: 1) meeting with the parties involved, 2) interviewing witnesses, 3) reviewing records and documentation, and 4) making whatever inquiries are necessary in order to arrive at a satisfactory resolution of the complaint.

The EEO Internal Complaint Resolution Procedure (incorporated by reference) will be followed when an employee believes his/her issue(s) cannot be resolved through mediation or counseling.<sup>1</sup>

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<sup>1</sup> Terminated employees are also protected by this procedure.