



**Macatawa Area Express  
Transportation Authority**

**EEO Policy Statement**

The Macatawa Area Express Transportation Authority (MAX) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, (in Michigan, height, weight, or marital status), or other protected class.

MAX's Equal Employment Opportunity (EEO) policy applies to all 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.

All applicants and employees have the right to file complaints alleging discrimination. Any complaint of discrimination will be investigated thoroughly and promptly; 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.

As MAX's Executive Director, I maintain overall responsibility and accountability for MAX's EEO compliance. To ensure day-to-day management—including program preparation, monitoring, and complaint investigation—I have appointed Charles Veldhoff, Data Analyst/EEO Officer, 616.928.2494, [c.veldhoff@catchamax.org](mailto:c.veldhoff@catchamax.org). For EEO concerns, Veldhoff will report directly to the MAX Authority Board and will act with full authority with all levels of management, labor unions, and employees.

MAX 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. If any employee believes that accommodation of a disability is necessary to perform essential job functions, the request for reasonable accommodation can be made to the EEO Officer. Michigan law requires MAX be given written notice within 182 days after the employee knows or reasonably should have known of the need for accommodation.

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

MAX is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices, and procedures to which the agency is committed, and to make the EEOP available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

A handwritten signature in blue ink, appearing to read "Ryan Novotny", is written over a horizontal line.

Ryan Novotny, Executive Director  
March 5, 2025