

**Reference:** EXECUTIVE  
**Section:** GENERAL  
**Title:** POSTING OF NON-AUTHORITY NOTICES  
**Policy Number:** 01-01-06  
**Issue Date:** 09-08-2004  
**Revision Date:** 05-03-2021

## **I. PURPOSE**

The purpose of this policy is to define the NFTA's position on the posting of notices.

## **II. POLICY**

Posting of notices in the workplace is strictly forbidden without prior approval from management. There will be no exceptions to this policy.

Posting, creating, transmitting, distributing or faxing material of a derogatory nature relating to an individual's race, color, religion, sexual orientation, national origin, age, or disability is strictly forbidden in the workplace and will be considered a violation of Title VII of the Civil Rights Act.

Defacing notices, signs, or other written materials that have been posted in the above manner is also prohibited.

Any employee having information about individuals responsible for violating this policy should contact their manager or supervisor immediately. Confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances.

It is important for all employees to respect all other employees. All employees should work together in a harmonious manner that exhibits an understanding and tolerance of any differences that may exist between employees.

Actions of intolerance or violation of this policy will be subject to disciplinary action up to and including termination.