



February 1, 2019

Via Email and U.S. Mail

Chad Fornoff
Executive Director
Illinois Executive Ethics Commission
401 South Spring Street
5113 Wm. Stratton Building
Springfield, Illinois 62706

RE: 2018 Annual Report on Ethics and Sexual Harassment Training

Dear Mr. Fornoff:

Pursuant to sections 5-10(b) and 5-10.5(b) of the State Ethics Act and sections 1620.900 and 1620.910 of the Illinois Administrative Code, the Chicago Transit Authority submits its annual report to the Executive Ethics Commission.

Sections 1620.900 and 1620.910 request the following information: (1) copy of all materials used in the ethics training of officers and employees during the previous year; (2) a description of how initial and annual sexual harassment training was delivered, including descriptions of content covered, materials used, and delivery modes; (3) the number of officers or employees who completed initial ethics and sexual harassment training and the number who completed annual ethics and sexual harassment training in the previous year; (4) the identity of any officers or employees who failed to complete initial or annual ethics and sexual harassment training during the previous year and the nature of the disciplinary or administrative action taken in response to that failure; and (5) all ethics and sexual harassment training materials to be used during the next calendar year (2019), if available.

(1) For CTA officers (*i.e.*, Transit Board members), the OEIG provides a written training pamphlet that the board members read. A copy of that pamphlet for 2018 ("appointee ethics pamphlet") is attached. Transit Board members used the CTA employee training pamphlet for sexual harassment training. A copy of that pamphlet for 2018 ("employee sexual harassment pamphlet") is attached. For CTA employees who do not have ready access to a company computer, the CTA provides a written training pamphlet containing both the ethics and sexual harassment materials that the employees read. A copy of the 2018 ethics and sexual harassment pamphlet for CTA employees ("employee combined pamphlet") is attached. For employees who



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have ready access to a company computer, the CTA provides web-based, interactive ethics and sexual harassment training programs that the employees complete on-line. Copies of the scripts used in conjunction with the on-line ethics and sexual harassment training programs in 2018 ("online scripts") are attached.

(2) Initial sexual harassment training for CTA employees is conducted the same way initial ethics training is conducted, and occurs during new employee orientation. Employees are provided with a copy of the 2018 sexual harassment training pamphlet, and are required to read the pamphlet, and sign and return the acknowledgment page. Annual sexual harassment training is conducted the same way annual ethics training is conducted, and occurs through pamphlet training for field employees or on-line training for office employees. Sexual harassment topics covered include, but are not limited to, definition and types of sexual harassment, CTA policies and procedures for reporting sexual harassment, consequences for violating CTA sexual harassment policies, including consequences for filing false sexual harassment reports, and prohibitions on retaliation for reporting sexual harassment. A copy of the 2018 sexual harassment training materials, which includes all topics covered, is attached.

(3) The total number of CTA officers and employees who completed the initial 2018 ethics and sexual harassment training is 1,445, and the total number of CTA officers and employees who completed the annual 2018 ethics and sexual harassment training is 11,240.

(4) There are no CTA officers or employees who failed to complete 2018 ethics and sexual harassment training willfully. All CTA officers completed the 2018 ethics and sexual harassment training prior to December 31, 2018. The only CTA employees who have not completed 2018 ethics and sexual harassment training as of December 31, 2018, are those employees who are on extended leaves of absence (i.e., medical leave, military leave, etc.) The total number of employees who have not completed training due to excused absences is approximately 180. Because employees' absences are excused, the CTA does not intend to impose any discipline on those employees. Employees who return from leaves of absence are directed to complete ethics and sexual harassment training as soon as possible after their reinstatement, but in any case no more than 30 days after their return. The names of the CTA employees who failed to complete initial or annual ethics and sexual harassment training due to excused absences are listed on the attached spreadsheet.



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(5) On behalf of all four regional transit boards, Metra submitted a draft of 2019 ethics training pamphlets to the EEC and the OEIG on October 9, 2018, and a draft of 2019 sexual harassment training pamphlet on October 4, 2018. The EEC and the OEIG approved the pamphlets with recommended changes, and various revisions were made. A copy of the CTA's 2019 combined employee pamphlet is attached. For its on-line training program, the CTA will submit drafts of the 2019 scripts to the EEC and OEIG for review pursuant to sections 1620.900 and 1620.910.

If you have any questions, please contact me at (312) 681-2924, or via email at swood@transitchicago.com.

Sincerely,

A handwritten signature in blue ink that reads "Stephen L. Wood". The signature is written in a cursive, flowing style.

Stephen L. Wood
CTA Ethics Officer

cc w/o attach:

Terry Peterson, Chairman of the Chicago Transit Board
April Morgan, Chief of Staff of the Chicago Transit Board
Karen Seimetz, General Counsel of the Chicago Transit Authority
Greg Longhini, Secretary of the Chicago Transit Board
Dirk de Lor, Director of External Compliance and Outreach, OEIG
Christine Benavente, Deputy Inspector General, OEIG