

NYC Department of Consumer and Worker Protection FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NYC DEPARTMENT OF CONSUMER AND WORKER PROTECTION</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023		<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024		<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024	
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>12/01/2023</u>			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 7/21/2023 No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2023): 420 Q2 (12/31/2023): Q3 (3/31/2024): Q4 (6/30/2024):

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): 3/14/2023 Yes again on (Date): No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes - on (Dates): Q1 Review Date: 7/18/23 Q2 Review Date: Q3 Review date: Q4 Review date:

The review was conducted with:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other- Agency Head Designee | <input type="checkbox"/> Other <u> </u> | <input type="checkbox"/> Other <u> </u> | <input type="checkbox"/> Other <u> </u> |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the Workforce Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. In 2023 we obtained LinkedIn recruiter, a hiring platform, to expand the number of applicants for our positions. The platform has successfully increased the number of applicants on average by 10%, allowing our positions to be accessible to potential employees. The increased volume of applicants has given us an opportunity to choose from a more diverse pool of candidates. Furthermore, our expanded partnerships with professional associations and colleges have allowed us to reach more minority candidates than ever before.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

In fiscal year 2023, the contract with LinkedIn talent solutions was finalized so that we can begin setting up our account and begin expanding our recruitment efforts. DCWP continued utilizing LinkedIn talent solutions and have seen immediate results with an increase of 70% in applicants to our vacant positions. The increase has led to a more diverse applicant pool, and we plan on tracking the number of diverse candidates that were interviewed and selected as a result of this tool. DCWP has continued to partner with professional associations representing diverse professionals including Cafecito Network, Haitian American Lawyers Association, Iranian American Bar Association, Muslim Bar Association, Long Island Hispanic Bar Association, LGBT Bar Association, and many others to promote our positions among members.

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Now that we have increased the number of diverse applicants our next step is to require unconscious bias training for all hiring managers. In 2024, the Human Capital unit will develop best practices for managers to reduce potential bias in the selection process. The best practices will include focusing on objective skills and qualifications and requiring the use of structured interviewing process with a diverse hiring panel.

Workforce Goal #1 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. DCWP developed a mentorship program which is expected to be launched by the Human Capital team in 2024.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

The program will provide staff members with monthly sessions which will include interactive training sessions, group discussions, and aiding material on how to foster different aspects of coaching and mentoring relationships within each team. Human Capital will request division heads to recommend staff members to participate in the monthly sessions and we will request ongoing feedback so that we can make any necessary improvements to our sessions before the official rollout of the program.

Workforce Goal #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #4 Updates:

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Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

1. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The workforce report for Q1 of FY 2024 was reviewed on July 18, 2023. From the data reviewed, it is noted that the area with the most significant underutilizations are Managers and Lawyers by race. DCWP has a total of 35 Lawyers and 47 Managers, but only 1 Black employee under each job group. DCWP’s Agency Attorneys are predominantly women with 77% of a total of 35. 69% of Lawyers are White, 14% Hispanic, 9% Asian, and 6% unknown.

It is also noted that Clerical and Clerical Supervisors job groups are predominantly Black and Hispanic with a total of 35 % Black and 37% Clericals and 35% Black and 30% Hispanic Clerical Supervisors.

After identifying these barriers, DCWP plans to address each division with underutilization and offer guidance in hiring best practices as well as training including Unconscious Bias training. We want to improve our retention and promotion tactics with the goal of further diversifying our candidate pool. Through our collaboration with recruitment firms, programs like LinkedIn Talent Solutions, and growing partnerships with associations and colleges we aim to expand our outreach and grow our applicant pool.

The EEO Officer will collaborate with the Director of Human Capital and evaluate current hiring practices to develop a pipeline program with law school clinics where we can recruit more diverse candidates and develop an internship for Lawyers.

B. Workplace:

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Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. DCWP will hold a Benefits Fair where representatives from New York City Employee Retirement System (“NYCERS”), Commuter Benefits, Employee Unions, various Health Plans, and the Deferred Compensation Plan will be available to all the employees through the open enrollment period to provide information and respond to questions.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

DCWP did not hold the benefits fair during Q1 FY 2024. We plan to hold the fair before the next open enrollment period.

Workplace Goal #1 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|--|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input checked="" type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

2. DCWP established an employee engagement committee to boost employee morale, retain valuable talent, build community, and promote work-life balance.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

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The Employee Engagement Committee aims to create opportunities for employees to engage with one another and to develop ways for employees outside of the committee to meet and interact. Members of the committee will also have an opportunity to offer suggestions for the agency-wide anniversary event. Each division will recommend an employee for representation. We will work together to plan, promote, and execute activities that will bring together employees from their respective divisions and foster interdivisional networking.

Goals the committee aim to achieve include:

- Organizing 2 social events over the year (from September through May for the pilot year)
- Planning the agency anniversary event (not including the two events above)
- Collating feedback from events to share with the senior leadership

Responsibilities expected of committee members:

- Monthly 1-hour meetings 1x per month (minimum)
- Collaborative discourse
- Responsive to email communication from engagement committee leads
- Enthusiastic, positive participation
- Event evaluation and follow-up
- Promotion of event within respective division
- Support in the organizing and execution of the all-agency event

Workplace Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. DCWP plans to hold a 6–8-week Zumba and Yoga class of 20-25 participants in the worksite for one hour per week. Mats and water bottles will be provided to participants. The agency will partner with NYC Work Well to bring in an instructor onsite to lead the classes.

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Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

DCWP has not held the Zumba and Yoga class as we are sorting out the space for the classes. We plan to have it in FY 2024. Each month we sent out a wellness email highlighting available resources and reminding staff about the programs we offered in our agency as well as the programs Work Well hosted for the city. On August 1, 2023, the Department of Human Capital sent our monthly Wellness email which contained our August program calendar and Workwell Programs designed for employees relating to fitness, nutrition, and mental health. The calendar included information on Financial Fitness Training tips and a retirement information session which was held on August 10, 2023.

Workplace Goal #3 Updates:

- Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. The agency’s anniversary event will be held on the date the agency was created and in appreciation of all staff.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Appreciation speeches from division heads and Years of Service awards will be presented.

Workplace Goal #4 Updates:

- Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

On September 8, 2023, our 8th Newsletter was sent via email to all staff members agencywide. The newsletter included information on bullying and harassment, the EEO Policy, and reasonable accommodations. In the newsletter the staff also received information on how to file an EEO complaint and submit a reasonable accommodation request.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. The agency mission, “to protect and enhance the economic lives of New Yorkers to create thriving communities”, requires that we continue to expand outreach efforts. To effectively reach the populations we serve, we train our workforce on how to communicate with individuals from diverse backgrounds.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Throughout this fiscal year the agency continued their efforts to inform the public of worker protections such as the Paid Safe and Sick Leave laws, and establishing a minimum pay rate for delivery workers. During Q1 DCWP also conducted 64 events that were communicated in language other than English. These languages included Spanish, Chinese, Russian and Bengali. The events were hosted around the city by various Community Based Organizations sharing information about DCWP, Financial Empowerment Centers (“FEC”), and new legislation that passed. DCWP presented resources for asylum seekers, general workers’ rights, paid safe and sick leave, and fair work week.

Please see specifics on a few events below:

- On 8/12/2023, DCWP attended an Asylum Seeker/Paid Care outreach event with National Domestic Workers Alliance in Central Park.
- On 9/11/2023, DCWP provided a Workers’ Rights presentation in Spanish for YMCA - New Americans Initiative in Queens.
- On 9/20/2023, DCWP provided an asylum seeker presentation for New Immigrant Community Empowerment (NICE) in Jackson Heights.

On July 10, 2023 New York City Mayor Eric Adams and New York City Corporation Counsel Sylvia O. Hinds-Radix today announced that the City

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of New York is [filing a federal lawsuit against four major distributors of flavored disposable e-cigarettes](#), the most popular vaping devices among middle-school children and high school youth. The four defendants — Magellan Technology Inc. and Demand Vape, both based in Buffalo, NY; Mahant Krupa 56 LLC d/b/a Empire Vape Distributors, based in Queens; and Star Vape, based in Brooklyn — are alleged to have distributed, and continue to distribute, exotically flavored disposable e-cigarettes to retail vape and smoke shops, convenience stores, and directly to consumers in New York City through online sales, in violation of nearly every applicable federal, New York state, and New York City law governing the sale of such products. Today’s lawsuit seeks to block the four defendants from further sales of these illegal items and seeks both monetary damages and fines.

“The Sheriff’s Interagency Task Force will continue to work with our partners to utilize all available solution-driven options in combating these serious health and safety threats caused by illegal, unregulated products,” said New York City Sheriff Anthony Miranda. “Holding manufacturers accountable for enabling, promoting, and selling these products that threaten our children and communities is a necessary step to combating the problem. Selling these products are illegal, and we will continue to remove them from our communities.”

“As a mother of two growing children, I know how important it is to protect the health of our youngest New Yorkers,” said New York City Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga. “Despite being illegal, flavored e-cigarettes continue to make their way into our local retailers, which is one of the reasons why DCWP recently stepped-up enforcement against stores that sell tobacco and e-cigarette products to minors or sell these products without a license. Thank you to the Law Department and Mayor Adams for taking action against these distributors and working to protect New Yorkers.”

Most e-liquids provide nicotine levels far exceeding that of conventional cigarettes — some have as much nicotine as 175 to 350 cigarettes. Additionally, federal health authorities, such as the U.S. surgeon general and the U.S. Food and Drug Administration (FDA), say youth-friendly flavors in e-cigarettes, such as “strawberry milkshake,” “cola,” and “pina colada” are among the flavors that tempt kids to “vape” high levels of nicotine. Child-friendly, cartoon character packaging on e-cigarettes targeted at young people has also contributed to the epidemic of nicotine addiction among middle and high school youth.

Between 2017 and 2019, e-cigarette use among young people nearly doubled. In October 2022, the FDA and the Centers for Disease Control and Prevention released federal data from the 2022 National Youth Tobacco Survey finding that one in 10 U.S. middle and high school students had used e-cigarettes in a 30-day sample period. Specifically, 14.1 percent (2.14 million) of high school students and 3.3 percent (380,000) of middle school students reported current e-cigarette use. Flavored e-liquids were used by 81 percent of first-time users, aged 12 to 17, who had ever used electronic nicotine delivery devices, and 85.3 percent of current youth users had used a flavored e-liquid in the past month.

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Consistent with the national trend, e-cigarette consumption in New York City schools has climbed in recent years. The 2019 Youth Risk Behavior Survey revealed that 15.2 percent of public high school students and 6.7 percent of public middle school students surveyed reported current use of electronic vapor products.

All this led the FDA, in January 2020, to ban flavored vape products. Flavor bans have also been enacted in New York state and New York City, as well as in many other cities and states nationwide. Additionally, the federal Prevent All Cigarette Trafficking Act prohibits anything other than face-to-face sales of disposable e-cigarettes unless the sales comply with all state and local laws of the jurisdiction in which the sale occurs. This is an impossibility in New York City and in New York state where the New York Public Health Code and the New York City Administrative Code prohibit the sale of flavored disposable e-cigarettes altogether.

Despite these laws, city agencies documented thousands of illegal sales of flavored vapes by city stores in 2022, levying thousands of dollars in fines. In January of this year, deputies from the New York City Sheriff's Office seized hundreds of thousands of dollars' worth of illegal flavored vapes from stores located on the Upper West Side. More recently, in May of this year, investigators were able to purchase flavored disposable e-cigarettes from vape and smoke shops, as well as convenience stores throughout the city. Overall, since the formation of the Joint Interagency Task Force convened by Mayor Adams last December, the Sheriff's Office has seized 319,636 packages of flavored vape, with an estimated value of \$6.4 million dollars.

The defendants named in today's lawsuit include:

- **Magellan Technology Inc.:** Magellan Technology owns the trademarks for disposable e-cigarettes sold under the trade name "Hyde," one of the largest-selling brands of flavored disposable e-cigarettes. Magellan's website encourages customers to "Choose from our fabulous selection of Hyde flavors you'll love!" including "disposable" and "discreet" flavored e-cigarettes, such as "cherry peach lemonade," "summer luv," "caribbean colada," and "strawberry ice cream." Magellan sells flavored vapes directly to the public over the Internet and delivers the products to city residences.
- **Demand Vape:** Magellan-affiliate Demand Vape is one of the largest e-cigarette distributors in the United States — offering approximately 30,000 products and selling to approximately 5,000 retailers in 49 states, as well as internationally through online sales. Demand Vapes' website displays an extensive selection of flavored disposable e-cigarettes expressly banned by the FDA.
- **Mahant Krupa 56 LLC d/b/a Empire Vape Distributors:** Empire Vape is a wholesaler of disposable e-cigarettes to dozens of retail outlets it owns or is affiliated with in New York City and in at least 13 states. Empire Vape boldly markets on its website flavors such as "banana ice," "lush ice," "blueberry," and "cola" through statements such as "FLAVOR BAN? NO WORRIES. WE GOT YOU." Investigators purchased flavored e-cigarettes at numerous vape shops owned by Empire Vape throughout the city.

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- Star Vape: Star Vape advertises many brands of disposable e-cigarettes with flavors such as “strawberry milkshake” and “aloe grape,” including the popular Hyde brand disposable e-cigarettes, which are all available in wholesale quantities and through Star’s retail outlet in Brooklyn.

The lawsuit — filed today in the U.S District Court for the Southern District of New York — seeks to enjoin all four defendants from further illegal sales that not only constitute a public nuisance and mail and wire fraud, but are also specifically in violation of New York City’s Administrative Code, New York State Public Health Law, the federal Tobacco Control Act, the federal Racketeering Influenced Corrupt Organizations (RICO) Act, and the federal government’s Prevent All Cigarette Trafficking Act. The city also seeks to recover monetary damages and civil penalties from the defendants, potentially totaling millions.

On July 12, 2023, New York City Mayor Eric Adams, New York City Corporation Counsel Sylvia O. Hinds-Radix, and New York City Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga today announced an [agreement with L’Officiel USA](#), a media company, to resolve a [2021 lawsuit](#) brought by the city over the company’s failure to pay freelancers on time, fully, or at all, in violation of New York City’s [“Freelance Isn’t Free Act.”](#) Under the agreement, L’Officiel must pay more than \$275,000 — double the amount owed — to 41 freelancers who came forward to the city with complaints, make a payment to the city, and come into compliance with the Freelance Isn’t Free Act going forward. L’Officiel must also pay double damages to any other freelancer who [files a claim](#) showing they were not fully paid for services performed.

“New York City will always support workers’ rights, especially for our freelancers who often don’t have access to as many benefits as full-time employees,” said Mayor Adams. “We will not tolerate companies that fail to pay freelance workers what they’re owed. Under this agreement, we will ensure the 41 freelancers who worked for L’Officiel get the money to which they’re entitled and ensure these violations do not happen again. Let this serve as a lesson: If you try to take freelance workers for a ride, we will hold you accountable. I urge any freelancer not properly paid by L’Officiel for their work to file a claim as quickly as possible.”

“Freelancers must be paid for their labor, not only because they add to the city’s economic and cultural vibrancy — it’s the law,” said Corporation Counsel Hinds-Radix. “This settlement means that 41 individuals who came forward to file complaints against L’Officiel will get what they legally deserve. Also, other freelancers who were never paid by L’Officiel will be able to file claims to recover what they are owed. The city will continue to protect workers and hold companies accountable to the fullest extent of the law.”

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“Freelancers, like all workers, deserve to be fairly compensated for their work and treated with respect,” said DCWP Commissioner Mayuga. “As our city’s workforce continues to evolve, it’s crucial that we support our gig workers and freelancers and ensure they are protected from exploitation. Thank you to the Law Department for working with us to provide hard-fought justice for these workers. Any freelancer or worker who believes their rights have been violated should contact us immediately.”

New York City’s Freelance Isn’t Free Act — the first law of its kind in the country — gives freelance workers the right to a written contract, timely payment, and freedom from retaliation. The law established a court navigation program as one avenue to assist freelancers in getting paid and accessing resources. It also authorizes the city to file cases against any person or business that shows a pattern or practice of violating the law.

Since the Freelance Isn’t Free Act went into effect in May 2017, the city has received over 40 complaints from freelancers who did work for L’Officiel, including writers, editors, photographers, videographers, graphic designers, and illustrators, about the company’s failure to pay them on time, in full, or at all, as well as failing to provide them with a written contract, and retaliating against them for exercising their rights under the law. On several occasions, L’Officiel even sent freelancers tax forms reporting income when the company had never paid them.

“Thank you to DCWP and the New York City Law Department for taking on this case and settling with L’Officiel,” said Traci Parks, a worker being compensated under settlement. “It’s been a five-year struggle to get paid by this company.”

“L’Officiel has learned the hard way that not paying their freelancers is out of fashion,” said Rafael Espinal, executive director, Freelancers Union. “The Freelancers Union applauds the mayor and DCWP for taking concrete action to ensure that no matter how powerful a brand is, and no matter where their headquarters might be based, if they hire New York City workers, they have to follow New York City laws. This is sending a huge warning sign to other employers across the city, state, and nation that freelance work deserves pay.”

“This victory will reverberate around the country. For the first time, freelancers were able to group their non-payment grievances together, and the results speak for themselves with each freelancer receiving double damages,” said Larry Goldbetter, president, National Writers Union. “This settlement will be heard loud and clear in Albany and Springfield, Illinois, where similar bills passed both state legislatures and await both governors’ signatures. It will be heard in Los Angeles, where we helped to pass a version of this law, which went into effect on July 1. Our deepest appreciation to the New York City Law Department for its patience and persistence, and to all the affected freelancers who have patiently watched as this case progressed.”

Under today’s agreement, freelancers who were not fully paid by L’Officiel for work performed between January 1, 2017, and July 11, 2023, must [file a claim](#) by February 7, 2024, to participate in this settlement, unless they were specifically named in the agreement. Freelancers named in the

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agreement do not need to file a claim and will receive an email with information explaining how to receive payment. New Yorkers can visit [DCWP's worker rights page](#) or call 311 and say "freelancer" to see the "Notice to Freelancers" and for more information about how to file a claim.

Since 2017, DCWP has received nearly 2,800 complaints from freelancers alleging violations of the Freelance Isn't Free Act and has helped recover almost \$3 million in owed compensation for freelancers.

Freelance workers can visit [DCWP's worker rights page](#) or call 311 and ask for "freelance workers" for more information about the Freelance Isn't Free Act. Information for [freelancers](#) in multiple languages ([Spanish](#), [Bengali](#), [Chinese](#), [Haitian Creole](#), [Hindi](#), [Korean](#), [Portuguese](#), [Punjabi](#), [Russian](#), [Tagalog](#), and [Urdu](#)) and [hiring parties](#), a [model contract](#), [complaint form](#), [FAQs](#), and a [Navigation Program Guide](#) are available on DCWP's worker rights page.

On July 29, 2023, DCWP hosted an Open House at the Brooklyn Public Library to help paid care workers understand their rights and the resources available to them, like the City's [Domestic Worker Mediation Program](#). The Open House was co-hosted by DCWP and the New York City Commission on Human Rights (CCHR), Mayor's Office of Immigrant Affairs (MOIA), the National Domestic Workers Alliance, and the Carroll Gardens Association. DCWP [research](#) has found that more than half of the city's paid care workforce — the majority of whom are immigrants and women of color — have experienced wage theft, safe and sick leave violations, harassment, discrimination, and fear of retaliation from their employers if they report illegal behavior.

"Paid care workers often lack the support they need to resolve challenges like wage theft or harassment, so it's crucial we ensure these vulnerable workers know their rights and the resources available to them," said DCWP Commissioner Vilda Vera Mayuga. "Thank you to our sister agencies and partner organizations for joining with us to empower more workers to understand their rights and secure fair treatment in their workplaces."

"Under the New York City Human Rights Law, a private home employing one or more domestic workers is a workplace," said Commissioner and Chair of CCHR Annabel Palma. "Domestic workers deserve to be treated with dignity and respect and it's important that we let them know that their City has their back. Partnering with sibling agencies and community organizations is essential to effective outreach and we are grateful to all partners in the pursuit of equity in the workplace."

"The National Domestic Workers Alliance (NDWA) would like to thank and applaud the efforts of DCWP and all the partnering agencies and organizations for creating an event for domestic workers, by domestic workers to engage with their city, their organizations and each other," said NDWA NY Director Marrisa Senteno. "In the packed house, domestic workers learned about the City's Domestic Worker Mediation Program, that is

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currently underway to help domestic workers and domestic employers resolve workplace issues. NDWA refers workers monthly to the Mediation Program and this open house allowed domestic workers to engage with all those involved in the program. With smiles and enthusiasm domestic workers learned about helpful tips when negotiating their workplace. They also grounded themselves in domestic work industry history. This event will surely have ripple effects throughout the NYC domestic worker community as they share what they learned at the open house.”

“The Paid Care Open House is exactly the type of coordination we need among City agencies, elected officials, and worker centers to ensure we collectively enforce the rights of over 200,000 domestic workers in New York City,” said Carroll Gardens Association Deputy Director Ben Fuller-Googins. “Events like this from the Department of Consumer and Worker Protection show workers that the city has their back. We look forward to further collaboration to not only enforce domestic worker rights but raise standards so that the workers that make all other work possible live with dignity and respect.”

At the Open House, workers learned about the history of domestic workers and key tactics when negotiating work agreements with employers. DCWP provided an overview of worker rights and of the City’s Domestic Worker Mediation Program, which helps domestic workers, and their employers resolve workplace issues in a respectful, confidential, and free way without going to court. New Yorkers can visit nyc.gov/workers for a multilingual [overview](#), or email OLPS@dcwp.nyc.gov or call 311 to make an appointment.

DCWP’s [Paid Care Division](#) enforces key worker protections for paid care workers, like the [Paid Safe and Sick Leave Law](#), investigates and refers complaints to address workplace violations at the local, state, and federal levels. Domestic workers can [file a complaint online](#) or call 311 if they believe their rights have been violated. Complaints can be filed anonymously. It is illegal for employers to retaliate against employees for filing complaints.

On July 31, 2023, Manhattan District Attorney Alvin L. Bragg, Jr., New York City Department of Investigation Commissioner Jocelyn E. Strauber, and New York City Department of Consumer and Worker Protection Commissioner Vilda Vera Mayuga, announced the indictment of SHOKHRU ALIMOV, 41, for offering money to an employee of the New York City Department of Consumer and Worker Protection (“DCWP”) in order to obtain authentic pedicab registration plates outside of the registration plate lottery.

As alleged, ALIMOV, a licensed pedicab driver, offered to pay a DCWP inspector a total of \$60,000 for 34 pedicab registration plates. After making that offer, in separate conversations, ALIMOV offered to give \$7,500 to the DCWP inspector for 15 DCWP pedicab registration plates immediately, an additional \$7,500 to renew the plates in November 2023, along with more money for more pedicab registration plates in the future. ALIMOV is charged in a New York State Supreme Court indictment with Bribery in the Second Degree.[1]

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“Our Rackets Bureau roots out fraud in all its forms and we will continue to work with our law enforcement partners to ensure government programs are not affected by corruption and bribery,” said District Attorney Bragg. “Pedicab licensing restrictions exist for the safety of New Yorkers and all those who visit the city. This alleged bribery harms honest, law-abiding operators who are pushed out by those trying to game the system.”

DOI Commissioner Strauber said, “This defendant, as charged, tried to end-run the City’s permitting process, offering a bribe to a City employee in exchange for 15 official pedicab registration stickers. The City employee, who had received DOI’s anti-corruption training, promptly and properly reported the alleged offer to DOI, leading to further investigation and this bribery charge. I thank this employee for stepping forward and the Manhattan District Attorney’s Office for its long-standing partnership in the fight against bribery and corruption.”

“Department of Consumer and Worker Protection inspectors go above and beyond to foster trust with our more than 45,000 licensed businesses,” said DCWP Commissioner Mayuga. “Thank you to the District Attorney’s office and the Department of Investigation for working with us, and thank you to our inspector, who acted quickly to maintain the integrity of our inspections.”

According to the indictment and documents filed in court, on May 10, 2023, at the Central Park North Meadow Recreation Center, ALIMOV approached a senior inspector of DCWP conducting pedicab inspections and offered to pay \$60,000 in exchange for his assistance in obtaining 34 pedicab registration plates. The DCWP inspector then immediately reported the offer to DOI.

The registration plate sticker is required to operate a pedicab-for-hire and DCWP issues 840 pedicab registration plates a year to enforce the New York City limit of 850 pedicabs. DCWP also limits each individual or company to 30 registered pedicabs.

Registration plates can either be obtained through DCWP’s annual pedicab registration plate lottery or by purchasing a plate from another pedicab licensee with the approval of DCWP. ALIMOV won one pedicab registration plate in the 2023 lottery.

From May 17, 2023, to May 31, 2023, under the supervision of DOI, the DCWP inspector recorded two in-person meetings and five phone calls with ALIMOV, where he offered the DCWP inspector money for DCWP pedicab registration plates. ALIMOV ultimately offered and agreed to give \$7,500 to the DCWP inspector for 15 pedicab registration plates immediately and an additional \$7,500 in November 2023 when the plates would be up for renewal.

ALIMOV had also ordered additional pedicabs from a manufacturer and agreed to give more money for additional pedicab registration plates when the vehicles arrived.

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On June 6, 2023, ALIMOV met with the DCWP inspector and a DOI confidential investigator posing as a DCWP licensing official outside of DCWP headquarters in the Financial District. ALIMOV was arrested immediately after giving the DOI confidential investigator \$7,500 in exchange for 15 pedicab registration plates.

Assistant D.A. Jaime Hickey-Mendoza is handling the prosecution of the case under the supervision of Assistant D.A. Michael Ohm (Deputy Bureau Chief of the Rackets Bureau), Assistant D.A. Judy Salwen (Principal Deputy Bureau Chief of the Rackets Bureau), and Assistant D.A. Jodie Kane (Chief of the Rackets Bureau, Acting Chief of the Investigation Division). Trial Preparation Assistant Robert Woolf is assisting with prosecution of the case. The Forensic Accounting and Financial Investigations Unit also provided valuable assistance Senior Financial Investigator Jody Hrazanek under the supervision of Irene Serrapica (Deputy Chief of FAFI) and Robert Demarest (Chief of FAFI).

D.A. Bragg thanked DCWP, particularly Michael Tiger, General Counsel; and DOI's Office of the Inspector General for DCWP, which investigated the matter, specifically Senior Special Investigator Steven Montague under the supervision of Assistant Inspector General Anastasia Plakas, First Deputy Inspector General Mary Kozlow, Inspector General Clinton Daggan, Deputy Commissioner of Strategic Initiatives Christopher Ryan and Deputy Commissioner/Chief of Investigations Dominick Zarrella.

On August 16, 2023, DCWP's Commissioner Vilda Vera Mayuga announced millions of dollars in employee relief secured for workers from three major restaurant chains over the past months to resolve violations of the City's [Fair Workweek Law](#): Panda Express, Au Bon Pain, and 7-Eleven's "Raise the Roost." The companies will pay a combined \$4.5 million in restitution to nearly 2,400 workers, and \$417,000 in civil penalties. All three businesses are also required to comply with the law going forward.

"Maintaining a healthy work-life balance is already a challenge for so many New Yorkers, but it's nearly impossible without a predictable work schedule," said DCWP Commissioner Vilda Vera Mayuga. "Predictable scheduling allows working New Yorkers to balance taking care of themselves, their families, and loved ones. To all New York City fast food workers, if you believe you have been experiencing unfair scheduling in your workplace, we urge you to contact us as soon as possible."

"Our food service workers put their all into their work, feeding millions of New Yorkers daily," said Council Member Marjorie Velázquez, chair of the Committee on Consumer and Worker Protection. "Far too many corporations and management teams take advantage of their employees by violating their Fair Workweek rights, and the lack of accountability surrounding predictable schedules is burdensome, taking away from the employee's rights and work-life balance. This settlement serves as a reminder that corporations would not succeed without their employees, and if

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they want to do business in New York City, they must follow the law.”

Panda Express will pay \$3.15 million in restitution to more than 1,400 workers and \$300,000 in civil penalties. As part of the settlement, they will have to pay more than \$8,000 in back pay to a worker who was fired in retaliation for exercising his rights under the Fair Workweek Law. DCWP’s investigation also found that, at all NYC locations, Panda Express violated the Fair Workweek Law by failing to consistently:

- pay premiums for schedule changes and clopening shifts,
- give current workers the opportunity to work more regular hours before hiring new workers,
- obtain workers’ consent when adding hours to their schedule or requiring them to work clopening shifts, and
- give workers work schedules 14 days in advance of the start of the schedule.

Au Bon Pain will pay nearly \$1.2 million in restitution to more than 950 workers and more than \$108,000 in civil penalties. DCWP’s investigation into Au Bon Pain found that 14 NYC locations violated the Fair Workweek Law by failing to consistently:

- pay premiums for schedule changes,
- give current workers the opportunity to work more regular hours before hiring new workers, and
- obtain workers’ consent when adding hours to their schedule.

7-Eleven’s “Raise the Roost” will pay nearly \$143,000 in restitution to 30 workers, and over \$9,000 in civil penalties. DCWP’s investigation found that Raise the Roost’s location at 82 Greenwich Street in Manhattan violated the Fair Workweek Law by failing to:

- pay premiums for schedule changes,
- give current workers the opportunity to work more regular hours before hiring new workers,
- consistently obtain workers’ consent when adding hours to their schedule, and
- give workers work schedules 14 days in advance of the start of the schedule.

Under the [Fair Workweek Law](#), fast food employers in New York City must give workers regular schedules, work schedules 14 days in advance that are consistent with the regular schedule, premium pay for schedule changes, the opportunity to decline to work additional time, and the opportunity to work newly available shifts before hiring new workers. Fast food employers also cannot schedule a “clopening” shift unless the worker consents in writing and receives a \$100 premium to work the shift. Further, fast food employers cannot fire or reduce the hours of a worker by more than 15 percent without just cause. Fast food employers must post the notice, [NYC Fast Food Worker’s Rights](#), where employees can easily see it and in the primary language of at least five percent of workers at a workplace. Employers and employees can visit nyc.gov/workers or call 311 (212-NEW-YORK outside New York City) for more information about the law, including an [overview](#) of the law, information about filing a complaint,

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the required [progressive discipline policy](#), [different templates for signage that must be posted](#), and [FAQs](#). Complaints can be filed anonymously. It is illegal for employers to retaliate against employees for filing complaints.

On September 26, 2023, DCWP's Commissioner Vilda Vera Mayuga announced a settlement with international bakery chain Paris Baguette over violations of the City's [Fair Workweek Law](#), which gives fast food and retail workers the right to a predictable schedule, among other rights. The settlement covers the period from November 2017 to October 2020, and requires Paris Baguette to pay \$2.7 million in restitution to more than 1,500 workers, \$270,000 in civil penalties and other costs, and comply with the Law.

"Ensuring fair treatment in the workplace is a constant effort," said DCWP Commissioner Vilda Vera Mayuga. "A predictable work schedule not only promotes a healthy work-life balance for fast food workers, but also provides a sense of stability in workers' personal lives, allowing them to plan time with friends, family, and loved ones. Any worker who believes they are experiencing unfair scheduling practices should contact us as soon as possible."

DCWP's investigation found that, at all NYC locations, Paris Baguette violated the Fair Workweek Law by failing to consistently:

- pay premiums for schedule changes and "clopening" shifts,
- give current workers the opportunity to work more regular hours before hiring new workers,
- get workers' consent when adding hours to their schedule, and
- give workers work schedules 14 days in advance of the start of their schedule.

"Workers and their labor move our city forward, so it is critical that we protect them from workplace violations," said City Council Speaker Adrienne Adams. "The \$3 million settlement secured by the Department of Consumer and Worker Protection for Paris Baguette employees is a win for workers everywhere. As a city, we must continue to enforce compliance of the Fair Workweek Law to ensure that our city's fast food and retail workers are fairly compensated, valued for their labor, and able to maintain a healthy work-life balance."

"There are far too many corporations and members of management taking advantage of their employees and violating their rights under the Fair Workweek Law," said Council Member Marjorie Velázquez, chair of the Committee on Consumer and Worker Protection. "The continued lack of accountability surrounding scheduling practices dismisses the employee's rights and work-life balance to which they are entitled. Thanks to the Department of Consumer and Worker Protection's investigation, Paris Baguette employees will receive restitution for their employer's ill practices. Corporations must work harder to be transparent with their employees and abide by the labor laws set by our city, state, and federal agencies."

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Under the [Fair Workweek Law](#), fast food employers in New York City must give workers regular schedules, work schedules 14 days in advance that are consistent with their regular schedule, premium pay for schedule changes, the opportunity to decline to work additional time, and the opportunity to work newly available shifts before hiring new workers. Fast food employers also cannot schedule a “clopening” shift unless the worker consents in writing and receives a \$100 premium to work the shift. Further, fast food employers cannot fire or reduce the hours of a worker by more than 15 percent without just cause. Fast food employers must post the notice, [NYC Fast Food Worker’s Rights](#), where employees can easily see it and in the primary language of at least five percent of workers at a workplace. Employers and employees can visit nyc.gov/workers or call 311 (212-NEW-YORK outside New York City) for more information about the law, including an [overview](#) of the law, information about filing a complaint, the required [progressive discipline policy](#), [different templates for signage that must be posted](#), and [FAQs](#). Complaints can be filed anonymously. It is illegal for employers to retaliate against employees for filing complaints.

Community Goal #1 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

2. **[Copy Community goal from FY 2024 DEI-EEO plan]**

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

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Community Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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4. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #4 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. DCWP created a workforce development plan that includes trainings in DEI. The agency is requiring employees and managers to take unconscious bias, structured interviewing, and disability etiquette training. This training will help employees understand unconscious bias, promote cultural competency, and encourage respectful communication amongst staff members. To promote age inclusivity and increase diversity, Mentorship Programs will be established which will serve as a platform for employees to connect, share experiences, and advocate for inclusion. The Mentorship program will pair experienced employees with newer ones where both groups will have the opportunity to share their experiences and transfer knowledge while enjoying the benefits of career development opportunities.

To ensure that DCWP is an age-friendly workplace, the agency will regularly make DEI assessments within our hiring practices to establish clear diversity and inclusion goals and measure its progress. Policies will be reviewed and updated regularly to reflect inclusive practices and to address systemic issues.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Managers and supervisors are expected to complete the Structured Interviewing and Unconscious Bias training by March 2024 and the Disability Awareness and Etiquette by December 2024. DCWP's Mentorship program aims to provide high-impact mentoring relationships in a safe space. We will work among colleagues to achieve growth in the following four core functions for life and career success. The

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information will be shared via sessions which will include interactive trainings, and group discussions, and receive aiding materials on how to foster different aspects of coaching and mentoring relationships within their teams. The progress will be monitored by gathering the staff members' feedback and exercise outcomes based on the core component of the program.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

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Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Continue to expand our partnerships with:
 - External organizations
 - Colleges
 - Programs such as Ladders for Leaders
 - Recruitment events]

Utilize LinkedIn Talent Solutions to expand and target qualified diverse candidates.

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During FY 2023, DCWP has continued to utilize the hiring platform, LinkedIn Recruiter, to recruit for discretionary positions from a larger more diverse talent pool. The recruiter tool allows us to identify, hire, and onboard staff quicker than just using Employee Self Service (“ESS”). According to our data, during FY 2023, the number of candidates applying for our positions increased by 10% because of LinkedIn recruiter. In addition, DCWP will continue to expand our partnerships with colleges, universities, government agencies, and professional associations to promote our job postings and to participate in job fairs. We will train hiring managers in Disability Etiquette and the 55-a program. The list below shows the standard list of sites agency attorney positions are posted to:

1. LinkedIn
2. Indeed
3. Peggy Browning Guild
4. Public Service Legal Careers (PSJD)
5. Post Job Free
6. Cafecito Network
7. National Lawyers Guild
8. National Employment Lawyers Association (NELA)
9. Law Crossing
10. Cornell Law School
11. Boston College Law
12. University of Chicago Law
13. Washington University Law School
14. Fordham School of Law
15. Hofstra School of Law
16. Albany Law School
17. New York Law School
18. PACE School of Law
19. Rutgers School of Law
20. Brooklyn Law

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21. Touro College School of Law
22. Columbia School of Law
23. NYU School of Law
24. Cardoza School of Law
25. CUNY School of Law
26. Harvard Law School
27. Northwestern University Law School
28. University of Texas Law School
29. Vanderbilt Law School
30. UCLA Law
31. Yale Law School
32. University of Virginia Law
33. Seton Hall Law
34. Duke University School of Law
35. University of Pennsylvania Law School
36. University of Buffalo Law School
37. UConn School of Law
38. George Washington University Law School
39. Brehon Law Society
40. Haitian American Lawyers Association
41. Iranian American Bar Association
42. Muslim Bar Association
43. Long Island Hispanic Bar Association
44. Asian American Bar Association
45. New York County Bar Association
46. New Jersey Bar Association
47. AFK-CIO Union Lawyers Alliance
48. Amistad Long Island Black Bar Association
49. Arab American Bar Association
50. Association of Black Women Attorney
51. Brooklyn Women's Bar Association

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- 52. Catholic Lawyers Guild
- 53. LGBT Bar Association

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- 2. Recruitment will participate in career fair events once a month and host information sessions periodically for employees agencywide and a monthly Civil Service Newsletter will be distributed.**

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

DCWP’s monthly exams and events newsletters were sent on July 5, 2023, August 1, 2023, and September 7, 2023, by the Department of Human Capital. These emails included information on open competitive and promotional exams. The email also included information on DCAS events such as the Career and Training Resource Fair and the Behavioral Health Recruitment Event that were held throughout Q1.

On July 13, 2023, DCWP’s recruitment team held an information session for the staff where they shared details about the New York City Bridge Exam focusing on the Clerical Associate civil Service title. Employees were provided with in-depth details on how to take that exam and the benefits it can lead to.

During Q1 the Department of Human Capital attended the five career fairs in Manhattan, Queens, and the Bronx to promote civil service examinations.

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Recruitment Initiatives/Strategies #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #4 Updates:

- Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	7/20/23	Becoming a Successful Job Hunter and Introducing NYC Jobs Workshop	Manhattan

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1	9/7/2023	Public Interest Legal Career Reception at Fordham Law	Manhattan
1	9/14/2023	CUNY School of Law	Queens
1	9/19/2023	Hostos CC Career Fair	Bronx
1	9/20/23	Hostos Community College	Bronx

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0			
Brooklyn	\$0			
Manhattan	\$0			
Queens	\$0			
Staten Island	\$0			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q1)

1. PII Program - The program is a great way to create a pipeline of candidates for 55A- all of the intern candidates are already connected to ACCES-VR or the NYSCB (the two State agencies that certify candidates for 55A), so hosting an intern through the PII program allows you to work with a 55A candidate prior to hiring if interested, and speeds up the certification process.
2. Tri-state Area Law schools – target graduating students for internship/fellowship/and entry level positions so that we can diversify our

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workforce in attorney civil service titles. Currently, we have ran successful summer externship programs we hope to expand to spring.

3. Collaborating with DYCD youth employment programs such as Ladders for Leaders to hire interns into full time positions. From our 2023 Ladders for Leaders Program our Enforcement division was able to successfully hire 2 interns from the program as a part-time employee.
4. Career Readiness and Modern Youth Apprenticeship (CRMYA) program - The program serves has a key investment to ensure each student reaches long-term economic security. Applicants have invested in extensive career-connected learning in the classroom and understand the commitment that an apprenticeship requires.
5. Reservists Program – expanding the representation of older age groups in our workforce. We currently have two staff members from this program, and we are working to recruit at least 5 more during this fiscal year.
6. DFTA Silver Stars Program - expanding the representation of older age groups in our workforce. We recently engaged with this program and hope to onboard staff from this program soon.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. **[Note: Please update this information every quarter.]**

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: 23

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Race/Ethnicity* [#s]: Black___ Hispanic_2__ Asian/Pacific Islander_17__ Native American___ White_1__ Two or more Races___
3 Interns chose not to disclose

Gender* [#s]: M_14__ F_9__ N-B___ O___ U___

4. Summer Graduate Interns Total: 4

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White_4__ Two or more Races___

Gender* [#s]: M_3__ F_1__ N-B___ O___ U___

5. Other (specify) Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M___ F___ N-B___ O___ U___

Additional comments:

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E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 3 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of _____ [number] new applications for the program were received.

During the 2nd Quarter _____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.

During the 3rd Quarter _____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of _____ [number] new applications for the program were received.

During the 4th Quarter _____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: _____

2. _____

3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

The Director and Deputy Director of Human Capital email monthly Civil Service Newsletters agencywide that promote the civil service exams that are currently open and other DCAS updates on civil service information sessions and Job Vacancies at DCWP.

Information sessions regarding the NYC Bridge exam have been provided to qualifying employees. The sessions covered the process of taking the exam and the benefits of being a permanent City employee. DCWP also promotes available positions in the citywide newsletter sent by DCAS.

The agency's Career Counselor plans to host Civil Service information sessions for the agency. Sessions will cover specific civil service titles, roles and responsibilities, salary ranges, union benefits, and promotions. Additionally, the agency's Career Counselor will offer one-on-one sessions to employees to meet and discuss their career development questions.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

The Director of Human Capital and the EEO Officer will review the data within the NYCAPS Applicant Interview Log Report to identify areas for improvement and work with hiring managers to ensure the data is being collected for all vacancies.

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3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The EEO Officer is not involved in the selection for appointment or promotion.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>34</u>	# <u>17</u>	# <u>25</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
 - The agency is involved in an audit; please specify who is conducting the audit: _____.
 - Attach the audit recommendations by EEPC or the other auditing agency.
 - The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:	<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Patty Baez	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 4/03/2023	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
--------------------------------	--	--	--

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Patty Baez	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4.		5.		6.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

Diversity and EEO Staffing as of _1_ Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Diversity & Inclusion Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Chief Diversity Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Chief MWBE Officer per E.O. 59	Sherie Wallace	Procurement Analyst	<u>50%</u>	Swallace@dcwp.nyc.gov	<u>2124360250</u>

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ADA Coordinator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Disability Rights Coordinator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Disability Services Facilitator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
55-a Coordinator	Cynthia Medina	Principal Admin Assoc L2	<u>25%</u>	Cmedina@dcwp.nyc.gov	<u>2124360439</u>
Career Counselor	Margaret Mateo	Admin Business Prom Coordinator NM	<u>100%</u>	Mmateo@dcwp.nyc.gov	<u>2124360338</u>
EEO Counselor	Juana Abreu	Associate Inspector	<u>5%</u>	Jabreu@dcwp.nyc.gov	2124360165
EEO Counselor	Rodger Hayes	Community Associate	<u>5%</u>	Rhayes@dcwp.nyc.gov	<u>2124360241</u>
EEO Counselor	Kayla Flores	Principal Administrative Assoc.	<u>5%</u>	KaFlores@dcwp.nyc.gov	<u>2124360172</u>
EEO Investigator					
Investigator/Trainer					
EEO Training Liaison	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an

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EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.