

# NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

**Agency Name:** NYC CONSUMER & WORKER PROTECTION

1<sup>st</sup> Quarter (July -September), due November 4, 2022

2<sup>nd</sup> Quarter (October – December), due January 30, 2023

3<sup>rd</sup> Quarter (January -March), due May 1, 2023

4<sup>th</sup> Quarter (April -June), due July 31, 2023

**Prepared by:**

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Name	Title	E-mail Address	Telephone No.
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**Date Submitted:** 3/16/23

**FOR DCAS USE ONLY:**

***Date Received:***

# NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

**For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as **“XXXX Quarter X FY 2023 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 2023 DEI-EEO 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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## Part I: Narrative Summary

### I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_  No

By e-mail

Posted on agency intranet

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 (9/30/2022): \_\_\_\_\_ Q2 (12/31/2022): 404 Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

- Yes On (Date): \_\_\_\_\_  Yes again on (Date): \_\_\_\_\_  No
- NYCAPS Employee Self Service (by email; strongly recommended every year)  Agency's intranet site
- Newsletters and internal Agency Publications  On-boarding of new employees

### III. The agency conducted a review of the dashboard sent 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: \_\_\_\_\_ 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 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 type="checkbox"/> Other _____              | <input type="checkbox"/> Other _____              | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____     |
| <input checked="" type="checkbox"/> Not conducted | <input checked="" 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 2023

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 2023.

### 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 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [One of our primary goals is to use the data obtained through CEED's reporting to inform our strategies to further diversify our candidate pools. 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.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

We collaborated with WB&B Executive Search recruitment firm for the hiring of high-level positions such as the Director of the Office of Diversity Equity and Inclusion and the Deputy Commissioner of the Office of Labor Policy and Standards. During the period of Q2 we interviewed 4 candidates submitted to us by WB&B and ultimately selected one of the candidates Patty Baez as our new Director of Diversity, Equity, and Inclusion. WB&B submitted 2 candidates for our Deputy Commissioner of the Office of Labor Policy and Standards. We selected an internal candidate for that position.

During this past fiscal year, the contract with LinkedIn talent solutions was finalized so that we can begin setting up our account and begin expanding our recruitment efforts. In Q2 we began utilizing LinkedIn talent solution and have seen immediate results with an increase of 60% 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 were interviewed and selected as a result of this tool. In Q2, the agency has partnered with professional

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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.

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 checked="" 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. [This fiscal year we will assess the Coursera, Udemy and Cornerstone professional development platforms and consider acquiring them if we determine that they meet our professional staff development needs.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

On August 4 Human Capital met with Coursera to go over a demo of the program to get an understanding of how the system worked. In order to be able to test the platform, Human Capital was given access to experience the system as a user. During this fiscal year Human Capital was also supposed to have a demo with Cornerstone but due to scheduling conflicts the demo had to be postponed. In Q2, Human Capital has been in discussions with Udemy to provide a learning platform for all employees. Udemy offers an extensive catalog of courses in DEI.

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
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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. [The pilot for the Mentorship Program will also launch this year. This program will provide staff members with monthly sessions to receive interactive trainings, have group discussions, and receive aiding materials on how to foster different aspects of coaching and mentoring relationships within their teams. For the pilot, Human Capital will request division heads to recommend staff members to the participate in the monthly sessions and we will consistently request feedback so that we can make any necessary improvements to our sessions before the official implementation of the program. ]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

During this past fiscal year, Workforce Development has been reviewing the learning materials available on Mind Tools. The plan is to start developing training sessions and combining them with resources for participants to be able to use during the program.

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. [Insert goal]

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- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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

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

In addition to the posting of vacancies on external websites that target these demographics and the promotion of our positions at virtual college job fairs, DCWP has been using LinkedIn talent solutions to expand our searched to all LinkedIn members. We plan on connecting directly with diverse candidates who meet the qualifications of our vacant positions.

There was underutilization reported in Clerical, Clerical Supervisors, Management Specialists, and Managers job groups.

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## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [The agency will continue collaborating with NYC Work Well to bring programs for staff members to participate in such as fitness and wellness workshops, and vaccine clinics.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

We hosted a Mindful Meditation workshop on November 2, 2022.

We hosted a Favorite Meals Made Healthy workshop on November 18, 2022

We hosted a Relieve Stress - Self Massage Workshop on December 15, 2022

During this fiscal year Human Capital also started coordinating the Flu Clinic for staff members to be held on October 27<sup>th</sup>.

Each month we sent out a wellness email highlighting available resources and reminding staff about the programs we had going on in our agency as well as the programs Work Well hosted for the city.

While planning for future wellness events we also decided to begin drafting an employee survey for staff to let us know what they were interested in participating in.

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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 checked="" 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. [With the creation of our Diversity, Inclusion and Compliance Office, we also aim to collaborate with external partners to provide additional trainings and workshops.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

We selected a candidate for the Director of the Office of Diversity, Inclusion, and Compliance position. The candidate is awaiting approval from the Deputy Mayor. Once approved our candidate will need to be vetted by the Mayor’s Office of Appointments before we can seek OMB approval and a start date. Once the Director of DEI is onboard we will prepare a roadmap to develop a DEI training curriculum using internal and external resources.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" 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 checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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3. [The agency Deputy Chief of Staff and Employee Engagement Committee are working to improve engagement and morale across the agency. They will create a calendar of events and activities to help foster workplace inclusion and engagement throughout the year.]

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They are also planning an Employee Recognition Event in October to recognize staff contributions.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

During this fiscal year division leaders were informed of the plans for Customer Service Week and there were award categories that each team had to designate a winner for. The categories were: Mentoring Champion, Calmer of Storms, Rookie Rockstar, League of Superheroes, The Motivator, The Ray of Sunshine, and the 2022 Excellence in Customer Service awards. The agency is planning an agency anniversary event for April 28<sup>th</sup>. This event will award years of service awards to all staff who have contributed to the DCWP's and the City's success.

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 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
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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. [Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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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

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

In October we sent our 7<sup>th</sup> Quarterly EEO Newsletter on the topic of Microaggressions and Microaffirmations. In this newsletter we also announced the onboarding of our Director of the Office of Diversity, Inclusion and Compliance/EEO Officer.

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## C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 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”, requires that we continue to expand outreach efforts. To effectively reach the populations we serve we train our workforce on how to effectively 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. What steps were taken to evaluate effectiveness of these actions?

During this quarter the agency continued to inform the public about the Fair Work Week law and Just Cause protections.

On October 9<sup>th</sup>, Mayor Eric Adams and U.S. Senate Majority Leader Charles Schumer today announced a first-of-its-kind hub program for New York City’s 65,000 delivery workers that uses existing infrastructure, like vacant city newsstands, to provide a place to rest and recharge. Delivery worker hubs will be designed in high-traffic neighborhoods with input from both delivery workers and communities to design spaces that are most beneficial to delivery workers and neighborhood residents alike.

On October 3<sup>rd</sup>, Commissioner Vilda Vera Mayuga announced a settlement with ASA College, one of New York City’s largest for-profit colleges, for deceptive and misleading advertising that violated the City’s Consumer Protection Law. From January until August of 2022, ASA ran hundreds of ads, including on the subway and on social media, that targeted immigrants, low-income New Yorkers who may need financial assistance to attend higher education, and other vulnerable communities. ASA has agreed to pay \$112,500 in civil penalties and comply with the Consumer Protection Law going forward.

On October 20<sup>th</sup>, Mayor Eric Adams and Commissioner Vilda Vera Mayuga announced that DCWP has entered into a settlement agreement with Van Leeuwen Ice Cream, requiring the company to comply with the City’s Cashless Ban Law. Van Leeuwen, which has 19 locations in New York City, had repeatedly refused to comply with the Cashless Ban Law since it went into effect in November 2020. In response

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to dozens of consumer complaints, DCWP brought more than 90 cases at the Office of Administrative Trials and Hearings (OATH) against Van Leeuwen for violations of the Cashless Ban Law. DCWP was preparing to pursue a court order to force the ice cream company to comply, which prompted Van Leeuwen to finally and immediately comply with the Cashless Ban Law at all New York City locations, and to pay \$33,000 in outstanding civil penalties.

On October 31<sup>st</sup>, Commissioner Vilda Vera Mayuga announced a settlement with George Michell of Michell McDonald's Group, a McDonald's franchisee with a history of violating the City's workplace laws, to resolve continued violations of the City's Fair Workweek Law. The franchisee will pay \$1 million in restitution to 511 employees, including \$23,500 in restitution to two employees who were terminated in retaliation for exercising their rights under the Fair Workweek Law, and pay \$92,338.86 in civil penalties. They will also be required to come into compliance.

On November 16<sup>th</sup>, Commissioner Vilda Vera Mayuga announced the first-of-its-kind proposed minimum pay rate for NYC's more than 60,000 app-based restaurant delivery workers. The proposed rate, if fully implemented, would be \$23.82 per hour: a \$19.86 base rate, \$2.26 to cover workers' expenses, and \$1.70 to reflect the absence of workers' compensation insurance. Because restaurant delivery apps classify their delivery workers as independent contractors and not as employees, these workers do not receive a minimum wage, expense reimbursement, or other benefits like health insurance and are paid \$7.09 per hour on average, excluding tips.

On November 17<sup>th</sup>, Commissioner Vilda Vera Mayuga today issued annual Holiday Shopping Tips to help consumers be smart shoppers, stick to a budget, and avoid scams this holiday season. These tips will help New Yorkers understand their consumer rights and avoid seasonal scams such as gift card scams, delivery scams, phishing emails and texts, charity scams, and more.

On December 6<sup>th</sup>, Mayor Eric Adams, Commissioner Vilda Vera Mayuga, and the Office of Administrative Trials and Hearings (OATH) Commissioner Asim Rehman announced the launch of a new Domestic Worker Mediation Program, created to help the city's approximately 18,000 domestic workers and their employers resolve workplace issues in a respectful, confidential, and free way without going to court.

On December 15<sup>th</sup>, Commissioner Vilda Vera Mayuga reminded New Yorkers to protect themselves from predatory tax preparer tactics, in particular "express refund advances" or "refund transfers." Some tax preparers also fail to post their costs up front, forcing hard-working individuals and families to pay hidden or additional fees.

In the month of December, Commissioner Vilda Vera Mayuga today shared 10 resolutions to help manage your personal finances in the



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new year. DCWP encourages all New Yorkers to take some time to set financial goals and make a budget for 2023.

Throughout the fiscal year the agency continued their efforts to inform the public of the worker protections such as the NYC Freelance Isn't Free law, the Paid Safe and Sick Leave laws, and the special leave available for the COVID-19 vaccine under state law as well as leave to get kids vaccinated under city law.

Throughout this fiscal year the agency worked to ensure that the public was informed on income based federal student loan cancellation and that the student loan payment pause had been extended through December 31<sup>st</sup>, 2022.

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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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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. [Our Enforcement, Office of Labor Policy and Standards, and External Affairs divisions will continue to collaborate with other agencies, non-profit organizations, and government officials to foster relationships with the public and maintain everyone informed on the expanding services and protections enforced by the agency.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

On October 7<sup>th</sup>, Commissioner Mayuga and Council Member Amanda Farias, and the Westchester Square BID, went door to door educating businesses in the Bronx about what they need to know to comply with the City's business laws.

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
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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. [Coordinating additional MWBE events for our agency divisions to interface with potential MWBE vendors/ partners.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

Total amount DCWP spent on M/WBE Vendors is \$98,744.46

Total number of M/WBE vendor used is 15

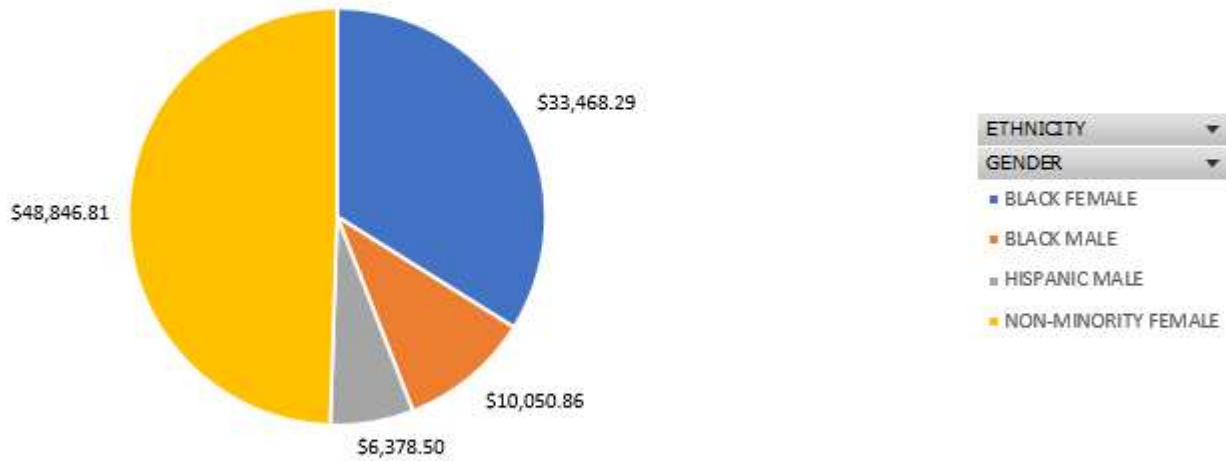
Total number of purchase requisitions received is 22

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## M/WBE Report for FY23 Q2

Total Quote Amount Percentage Of Total

### Utilization by Ethnicity and Gender



Values

+ -

## NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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 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
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. [Continuing to identify procurement opportunities where we can do business with MWBE vendors/partners. Work with SBS to identify new MWBE's that the agency can work with.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

The M/WBE Procurement Fair was attended by Thatiana Wilkinson, Jane Nopachinda, Lalita Belgrave, Sherie Wallace and Christine Clemmings on 9/22/22 at the Barclay's Center.

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

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

**NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

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## D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. [Incorporating diversity, equity, and inclusion as a pillar in all agency goals and decisions requires collaboration between division leaders, Human Capital, and senior management. Providing training and support to supervisors on how to be more inclusive, how to increase employee engagement, and how to foster positive teams will be one of the main priorities for the Director of the Office of Diversity, Inclusion and Compliance. The Office of Diversity, Inclusion and Compliance will also work to foster DEI initiatives such as employee resource groups.

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

We had onboarded the Director of the Office of Diversity, Inclusion and Compliance, unfortunately the candidate resigned. We selected another candidate and she is currently going through the PAR approval and vetting process.

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 checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" 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

# NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 2. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

## 3. [Insert goal]

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❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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. [Insert goal]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ 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.

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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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
- Recruitment events]

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

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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

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2. [During FY 2022, we participated in a bidding process with three different recruitment firms and have been able to move forward with developing a partnership with WB&B for the recruitment of high-level positions. In FY 2023 we will work with WB&B to recruit for the Deputy Commissioner of the Office of Policy and Standards and the new position of Director of the Office of Diversity, Inclusion & Compliance/EEO Officer.]

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We have worked with WB&B to review candidates for the Director of the Office of Diversity, Inclusion & Compliance/EEO Officer and the Deputy Commissioner of the Office of Policy and Standards.

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 checked="" 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. [Require unconscious bias and structured interview trainings of all hiring managers.]

# NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We will include these trainings in our training calendar for 2023.

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. [Train hiring managers on Disability Etiquette and the 55-a program to expand our regular utilization of this recruitment opportunity.]

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We are planning on the best way to incorporate trainings as a part of onboarding of new supervisors/hiring managers.

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

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Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

- ❖ Please specify 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. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [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: N/A

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: N/A

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 (Ladders for Leaders) Total: N/A

Race/Ethnicity\* [#s]: Black\_0\_ Hispanic\_0\_ Asian/Pacific Islander\_0\_ Native American\_\_\_ White\_0\_ Two or more Races\_\_\_

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

4. Summer Graduate Interns Total: N/A

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

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

5. Other (Interns) Total: 2

Race/Ethnicity\* [#s]: Black \_\_\_ Hispanic 1 Asian/Pacific Islander 1 Native American \_\_\_ White 0 Two or more Races \_\_\_

Gender\* [#s]: M 2 F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

**Additional comments:**

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## C. 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 (9/30/2022):   1   Q2 (12/31/2022):   2   Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

During the 1st Quarter, a total of   3   [number] new applications for the program were received.

During the 1st Quarter    participants left the program due to [state reasons] \_\_\_\_\_.

During the 2nd Quarter, a total of   0   [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. Provided information to candidates and submitted (3) 55-a application to DCAS to have their applications reviewed.

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3. \_\_\_\_\_

## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

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

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?



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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).

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>46</u>	# <u>36</u>	# <u>13</u>
Q2	# <u>80</u>	# <u>22</u>	# <u>16</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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## VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## VII. 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://mstpva-dcslnx01.csc.nycnet/Login.aspx>

## VIII. 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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

### B. Local Law 97: Annual Sexual Harassment Reporting

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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://mispwva-dcslnx01.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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

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1. Increase employees' familiarity with the EEO Policy.

❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

Continue the distribution of quarterly EEO Newsletters to regularly provide EEO contact information along with details on the EEO policy. The EEO Officer also continues to provide an hour-long training on EEO during new hire orientation. The training covers who is protected by the EEO policy, the protected categories, sexual harassment, reasonable accommodations, and where to go to access information on EEO (agency intranet and DCAS website). We can launch an employee survey to evaluate the effectiveness of these actions and make any changes based on the responses we receive.

2. Improve the EEO Office's visibility to the workforce.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Have EEO posters and contact information posted throughout our agency work locations. We also have an EEO icon on our intranet homepage where staff can go to access forms, policies, and contact information for EEO.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

The EEO complaint process is outlined during new hire orientation. We have also provided this information via our EEO Newsletter as

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a reminder to all staff members. Including questions regarding the complaint process in an employee survey would be helpful in us determining the effectiveness of these actions.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

This information is provided during new hire orientation and other mandated training courses.

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

We will include a section on supervisor/manger EEO responsibilities in our supervisory bootcamp training. We can also launch a survey for this staff to understand the effectiveness of the information being relayed and see what additional support they would like.

6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

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- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Aside from sending general emails to staff we can send quarterly emails to managers/supervisors to remind them of their responsibilities. Sending communications directly to them may be more impactful compared to sending general communications to all staff members. The effectiveness of this approach can also be measured in the survey we launch.

## 7. Other:

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

## 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: \_\_\_\_\_ EEPC \_\_\_\_\_.

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- Attach the audit recommendations by EEPD 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 2022.
- The agency received a Certificate of Compliance from the auditing agency.

**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  2  Quarter, FY 2023

### Personnel Changes

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions: 1</b>	<b>Number of Deletions: 1</b>
<b>Employee's Name &amp; Title</b>	1. Diana Morales	2. Dina Ghanbarzadeh	3.
<b>Nature of change</b>	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 10/15/2022	Start Date or Termination Date: 10/15/2022	Start Date or Termination Date:
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	4.	5.	6.
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<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. Diana Morales	2.	3.
<b>Completed EEO Trainings:</b>			
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 checked="" 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.	
<b>Completed EEO Trainings:</b>	<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:

Diversity and EEO Staffing as of 1 Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Diana Morales	<u>Customer Information Representative</u>	<u>25%</u>	<a href="mailto:dmorales@dcwp.nyc.gov">dmorales@dcwp.nyc.gov</a>	(212)436-0376
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Sherie Wallace</u>		<u>25%</u>	<a href="mailto:swallace@dcwp.nyc.gov">swallace@dcwp.nyc.gov</a>	(212)436-0250
ADA Coordinator	<u>Diana Morales</u>	<u>Customer Information Representative</u>	<u>25%</u>	<a href="mailto:dmorales@dcwp.nyc.gov">dmorales@dcwp.nyc.gov</a>	(212)436-0376

## NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Disability Rights Coordinator</b>					
<b>Disability Services Facilitator</b>	<u><a href="#">Diana Morales</a></u>	<u>Customer Information Representative</u>	<u>25%</u>	<u><a href="mailto:dmorales@dcwp.nyc.gov">dmorales@dcwp.nyc.gov</a></u>	<u>(212)436-0376</u>
<b>55-a Coordinator</b>	<u><a href="#">Cynthia Medina</a></u>	<u>Administrative Business Promotion Coordinator (NM)</u>	<u>25%</u>	<u><a href="mailto:cmolina@dcwp.nyc.gov">cmolina@dcwp.nyc.gov</a></u>	<u>(212)436-0338</u>
<b>Career Counselor</b>	<u><a href="#">Margaret Mateo</a></u>	<u>Administrative Business Promotion Coordinator (NM)</u>	<u>25%</u>	<u><a href="mailto:mmateo@dcwp.nyc.gov">mmateo@dcwp.nyc.gov</a></u>	<u>(212)436-0338</u>
<b>EEO Counselor</b>	<u><a href="#">Juana Abreu</a></u>	<u>Associate Inspector</u>	<u>5%</u>	<u><a href="mailto:jabreu@dcwp.nyc.gov">jabreu@dcwp.nyc.gov</a></u>	<u>(212)436-0165</u>
	<u><a href="#">Kayla Flores</a></u>	<u>Principal Administrative Associate</u>	<u>5%</u>	<u><a href="mailto:kaflores@dcwp.nyc.gov">kaflores@dcwp.nyc.gov</a></u>	<u>(212)436-0172</u>
	<u><a href="#">Rodger Hayes</a></u>	<u>Community Associate</u>	<u>5%</u>	<u><a href="mailto:rhayes@dcwp.nyc.gov">rhayes@dcwp.nyc.gov</a></u>	<u>(212)436-0241</u>
<b>EEO Investigator</b>					
<b>EEO Counselor\ Investigator</b>					
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>	<u><a href="#">Diana Morales</a></u>	<u>Customer Information Representative</u>	<u>25%</u>	<u><a href="mailto:dmorales@dcwp.nyc.gov">dmorales@dcwp.nyc.gov</a></u>	<u>(212)436-0376</u>
<b>Other (specify)</b>					

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Other (specify)					
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\* 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 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.