From: Bernadette Nespole (Buildings)
To: Zuell, Ilacia (EEPC)
Subject: Response to Corrective Action #1 of the EEPC Audit of DOB
Date: Thursday, September 11, 2014 11:01:45 AM
Attachments: @

Good Day Ms. Zuell,

The Department of Buildings has received the EEPC's written Preliminary Determination Audit .

With specificity to page 7 of the report commenting on the Agency's Complaint Log, the EEPC stated that corrective action is required:

Corrective Action #1: Establish a complaint tracking and monitoring system that permits the agency to- in addition to the aforementioned items-identify the specific department/unit where the allegations arose.

Attached is the form that should satisfy the audit's recommendation for Corrective Action #1.

Please find in the attachment, the response to the request for corrective action which contains the items that the audit approved –as well as the audit's recommendation that the Agency track the unit where an allegation took place. Please note that the Department of Buildings' uses the term "units" instead of "departments" throughout the Agency.

In the event when a complaint is filed this information will be captured on the attached per the EEPC's request.

Thank you,

Bernadette Nespole
EEO Officer

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<< Complaint Log.doc (55.6KB)
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