
From: Marc Jahr
Sent: Friday, January 25, 2013 3:31 PM
To: *HDCUsers
Cc:
Subject: HDC's Equal Employment Opportunity Practices

Importance: High

The Equal Employment Practices Commission ("EEOC") conducted an audit of HDC's practices and procedures in 2011. As a result, we have included the addresses and phone numbers of the New York City Commission on Human Rights, the New York State Division of Human Rights and the U.S. Equal Employment Opportunity Commission in HDC's "EEO Discrimination Complaint Procedure" so that employees are afforded the opportunity to effectively exercise their right to file an external complaint with Federal, State and Local administrative agencies.

This audit also included a recommendation that our EEO counselors attend a training session on Federal, State and City EEO laws and procedures in order to be better equipped to carry out their responsibilities. Appropriate training became available in December of 2012 and has now been completed.

Please take some time to re-familiarize yourselves with our EEO policies in light of the recommendations of the Equal Employment Practices Commission. The policies are in the HDC Employee Handbook at pages 2-16 through 2-17. Our Discrimination Complaint Procedure can be found on the HDC Portal in the "Document Center" under Human Resources. You can also directly use the following link:

<http://portal/Docs/default.aspx>

Once again, I wish to re-emphasize my commitment to HDC's EEO Program and welcome any questions, comments and/or suggestions you may have regarding it.