

**FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT**AGENCY NAME: THE COMMISSION ON HUMAN RIGHTS☒ 1<sup>st</sup> Quarter (July -September), due November 6, 2020☐ 2<sup>nd</sup> Quarter (October - December), due January 29, 2021☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2021☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2021**Prepared by:**

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Date Submitted: January 26, 2021**FOR DCAS USE ONLY:***Date Received:***INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021****[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]**

1. Please save this file as '**XXXX Quarter X FY 2021 DEEO 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 and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), 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 2021 DEEO 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.

**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? ☒ Yes, On (Date): October 19, 2020 ☐ 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 and equal employment opportunity through the following:

- ☐ Diversity & EEO Awards
- ☐ Diversity and EEO Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☒ Other (please specify): Agency or department wide emails celebrating staff achievements

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

### III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2020): 133 Q2 (12/31/2020): \_\_\_\_\_

Q3 (3/31/2021): \_\_\_\_\_ Q4 (6/30/2021): \_\_\_\_\_

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

☐ Yes, On (Date): Continuously posted on Agency share point ☐ No

3. 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): July 1, 2020 \_\_\_\_\_

The review was	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
Resources				
conducted with:	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input checked="" type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input checked="" type="checkbox"/> Other Acting EEO Officer & Recruitment Committee			
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

### IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
Improving, tracking, and documenting recruitment and hiring practices.	While hiring freeze has prevented the Commission from hiring, structures and resources remain in place to support workforce goals. For example, we continue to maintain our Recruitment Committee and to make opportunities for training on relevant topics, such as structured interviewing, available to appropriate staff.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Improving promotional opportunities through professional development training programs.	Though promotional opportunities have been limited due to budgetary constraints, the Commission has continued to offer professional development opportunities, such as brown bags with leaders in government and the non-profit sectors, in order to help staff gain insight and knowledge to guide their thinking about their career paths.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Building deliberate partnerships with organizations or groups that assist people with disabilities, people with criminal conviction histories, and other marginalized groups with finding employment in an effort to continue to improve staff diversity in all areas.	The Commission continues to build and expand partnerships with community organizations that serve these groups.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ensuring all departments are adequately trained on structured interviewing and aligned with agency best practices.	The Commission continues to make these opportunities available to staff, circulating information about upcoming trainings to appropriate hiring managers.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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.					
To address our underutilization, we will revamp the Recruitment Committee when we are able to return to active recruitment. While there has been a freeze on hiring in Q1, there have been no recruitment activities.					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Prioritizing senior positions for internal advancement and evaluating internal applicants consistently with external applicants by assessing applicants through the tasks and standards associated with a given position and other objective criteria.	The hiring freeze and other budgetary constraints limited the Commission's ability to provide opportunities for advancement for existing staff. However, we remain deeply committed to internal advancement and look forward to having the flexibility to fill vacancies through internal promotions.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ensuring EEO team involvement in hiring and promotional processes, including reviewing job postings, offering trainings for department heads and hiring managers on best practices in recruitment, and sitting in on interviews on an as-needed basis.	There has been a freeze on recruitment, interviewing and hiring in Q1. As these activities resume, the EEO team will continue to be involved in these practices.	<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Conduct EEO Managerial Performance Evaluations.	All managers completed EEO managerial performance evaluations for the evaluation cycle ended September 30, 2020. CCHR plans to perform the same evaluation for the cycle ending September 30, 2021.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continuing to provide anti-discrimination trainings on a variety of topics including and beyond that required by law, such as “Understanding Muslim Communities.” Complete the development of the training “Discrimination Based on Race and Color.”	In Q1, the Commission held trainings for staff on: <ul style="list-style-type: none"> <li>• Sexual Harassment in the Workplace (7/7/2020, 9/18/2020, 9/23/2020)</li> <li>• Credit Discrimination/Fair Chance Act (7/10/2020)</li> <li>• Human Rights Law and Discrimination Based on Race and Color (8/7/2020, 8/12/2020, 9/10/2020, 9/16/2020)</li> <li>• Language Access (8/28/2020)</li> <li>• Human Rights Law 101 (9/28/2020)</li> <li>• Over 80 individual staff were trained during this quarter.</li> </ul>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Maintaining an active employee engagement committee and continuing to hold events to empower and appreciate Commission employees. Past events have included an annual CCHR Bake Off, Heritage Celebrations and Potlucks, and Staff Appreciation Events.	Staff Appreciation Events. Due to the pandemic, we plan to do a virtual appreciation event in December 2020. The Commission continues to hold brown bag lunch events for staff featuring experts across different fields and did so during Q1. In addition, the employee engagement committee hosted monthly trivia events in	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	August and September, and weekly community conversations to provide support for each other featuring meditation and other restorative practices.				
Maintaining and disseminating updated tasks and standards to all staff as well as conducting annual performance evaluations to all staff.	During Q1, HR and GC offices offered video calls for supervisors and managers in each unit for Q&As and support to ensure their non-managerial staff are timely evaluated and receive tasks and standards. CCHR's policy is that all unit heads must ensure distribution of tasks of standards on the first day of a new employee's start date and confirm the distribution with HR.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Providing professional mentorship, skill-building, and relationship-building opportunities to increase advancement prospects for underrepresented staff; holding get-togethers to address issues of concern to staff as related to cultural competency, diversity, and inclusion, including film screenings or "lunch and learns."	The Commission continues to provide a series of internal trainings promoting the values of a diverse and inclusive work force and improving cultural competency of its staff to interact with diverse communities. The Commission's Community Relations Bureau executive team holds regular meetings with CRB staffers to provide mentorship, relationship-building, and skill building opportunities. Under normal circumstances when resources and external budgetary constraints permit, CRB's executive team actively seeks out	<input type="checkbox"/> <b>Planned</b> <input checked="" type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

advancement opportunities for its staffers. CRB holds monthly staff meetings, biweekly Directors' and Lead Advisers' meetings, and weekly supervisions with staffers, along with individual check-in meetings. The executive team members also consult with borough office teams and invite staffers along to events and networking opportunities as often as possible. The LEB team has weekly attorney staff meetings during which training opportunities are offered in applying the NYCHRL in the case scenarios we investigate. We also discuss current issues that the Commission has or would like to investigate.

In Q1, the Commission continued to host virtual brown bag lunches with leaders in human rights and social justice to provide learning and networking opportunities for staff.

Teleworking has intensified the need for creating accessible spaces for conversation, connection and comfort. We have created a number of such informal spaces that are led by staff with experience in facilitation. These have proven valuable forums in which staff can strengthen relationships build community despite the isolation created by the pandemic.

<p>Providing robust EEO support to staff and continuing to offer reasonable accommodations, including caregiving accommodations, by way of flex scheduling, technology, location changes, increased breaks, and the option to work remotely.</p>	<p>The Commission continues to accommodate the needs of staff related to disability, pregnancy, childbirth and related medical conditions, status as a victim of domestic violence, and religion. The Commission also grants accommodations for individuals related to status as a caregiver and gender transition. Because of COVID-19 and teleworking, the Commission has also been accommodating employees who need equipment and schedule changes and other related things for working from home. Teleworking has also presented logistical challenges regarding some accommodation, though the Commission has added an LEB management person to assist with EEO duties during this time.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Continuing practices in each department for management to hold regular meetings and check-ins with non-management staff to promote development and address any concerns</p>	<p>The Commission utilizes a team structure across each of its units such that staff in each department are regularly in group meetings that include managers and also have regular opportunities for one-on-one communication with management</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p><b>EEO-related trainings occurred:</b></p> <ul style="list-style-type: none"> <li>• Sexual Harassment in the Workplace (7/7/2020, 9/18/2020, 9/23/2020)</li> <li>• Credit Discrimination/Fair Chance Act (7/10/2020)</li> </ul>					

- Human Rights Law and Discrimination Based on Race and Color (8/7/2020, 8/12/2020, 9/10/2020, 9/16/2020)
- Language Access (8/28/2020)
- Human Rights Law 101 (9/28/2020)

### C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Ensuring that Commission services and resources are accessible to all of New York's diverse populations through building on our robust program of community education and outreach work promoting diversity and inclusion and continuing to provide monthly workshops to the public in each of the five boroughs.</p> <p>Ensuring that Commission services and resources are accessible to all of New York's diverse populations through building on our robust program of community education and outreach work promoting diversity and inclusion and continuing to provide monthly workshops to the public in each of the five boroughs</p>	<p>The Commission continues to conduct a number of trainings to the public virtually. Some of these trainings are:</p> <ul style="list-style-type: none"> <li>• Human Rights Law Overview (Know Your Obligations)</li> <li>• HRL and Discrimination Based on Race and Color</li> <li>• Working with Transgender and Gender-Non-Conforming Persons</li> <li>• Discrimination: Gender, Gender Identity, Sexual Orientation (Youth Program)</li> <li>• Credit Discrimination and the Fair Chance Act</li> </ul>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Actively engage M/WBE vendors by coordinating agency sponsored events, collaborating with and participating in events with sister agencies and developing programming with CRB to further engage the business community.</p> <p>Continuing to prioritize and center diversity and inclusion in how the Commission is represented to the public, including inclusive photos, content that highlights diverse communities, and working with minority and women-owned businesses for communications and other initiatives.</p>	<ul style="list-style-type: none"> <li>• Sexual Harassment in the Workplace Prevention</li> <li>• Students for Human Rights</li> <li>• Empowering Young Women (Youth Program)</li> </ul> <p>The Commission continues to prioritize diversity and conclusion in its representation of the agency to the public, intentionally utilizing images of diverse communities in its social media posts, reports and public art projects. For example, in Q1 the Commission began work on a campaign combatting anti-Asian harassment developed in partnership with one of our two Public Artists in Residence. In Q1, the agency continued to prioritize MWBE contracting across the board.</p>				
<p>Continuing to engage in public campaigns to address discrimination, including in the areas of sexual harassment, Islamophobia, transphobia, and racism, as well as bystander intervention</p>	<p>The Commission plans to launch “I Still Believe in Our City” in November 2020, a collaboration with Public Artist in Residence, Amanda Phingbodhipakkiya, highlighting the strength and resilience of Asian American and Pacific Islander New Yorkers and celebrating solidarity with Black communities in the fight against racism.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Continuing to engage in interfaith and faith-based events, and building relationships with interagency partners, community-based organizations, and the business community.	CRB has continued to engage with diverse groups in NYC during the first quarter of FY 2021. This engagement has been implemented through both Know Your Rights workshops as well as leading or co-sponsoring different events across the City. Based on needs identified by community partners, CRB worked with both city agencies and CBOs to host large townhall type events. Two such events include one townhall in Spanish catered to Spanish-speaking immigrants in Staten Island, and another catered towards Nepali-speaking immigrants.	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuing to increase our capacity to engage in pre-complaint interventions to better serve and respond to the needs of the public.		<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing racial discrimination through innovative, community-centered approaches, including holding community forums following public incidents that may aggravate inter-community tensions.		<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigating and resolving complaints of discrimination and continuing to conciliate or litigate cases that may have a high impact on New York City and our efforts to curb unlawful discrimination.	As COVID-19 related Anti-Asian bias and discrimination incidents occurred in the City, CRB continued to ensure language and cultural-specific outreach formed the core of education and awareness programs. CRB worked with a non-profit partner to host a series of Bystander Intervention Training that were accessible to communities across the City. CCHR staff were further trained to deliver these trainings in specific languages. During this period, the Bystander Intervention Trainings were offered in Mandarin, Cantonese and Korean in partnerships with both community-based and faith-based spaces across the City.	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	CRB ensured that it kept its focus on fostering inter-group relations during this period. As part of the agency's commitment to dismantling anti-Black racism, CRB helped foster a dialogue entitled, A Conversation about Human Rights, Race, Colorism, and Community, in celebration of Hispanic Heritage Month.				
Continuing to utilize hearings and workshops as a strategy for building awareness of human rights protections and obligations and fostering appreciation for diversity.	In July 2020, CCHR hosted a training on strategies for intervening in anti-Black harassment and intimidation in partnership with Hollaback and a similar training in partnership with the Center for Antiviolence Education.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continuing to issue legal guidance and publish rules to reinforce and interpret protections available under the NYCHRL.	This year, CCHR proposed, and its Commissioners voted on rules on religious and race discrimination based on hair. In July 2020, CCHR also released legal enforcement guidance on age-based discrimination in employment, providing much needed clarity for employers and employees within the five borough, along with a supplement that focused on age discrimination in the workplace and COVID-19.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Continuing to be a leader in embracing intersectional celebrations and raising cultural competency, through programming such as our “LGBTQ Iftar in the City” and investing in ongoing relationships with communities acutely vulnerable to discrimination including the Sikh community by way of an annual Vaisakhi celebration event.</p> <p>CCHR will continue to make every effort to make its services accessible to all New Yorkers.</p>	<p>The Commission also continues to offer events to the public that promotes outreach and promoting diversity and inclusion. This done via CRB’s programming/event portfolio, general outreach, and youth/school’s portfolios. Every aspect of CRB’s work is geared towards increasing protections for immigrant communities, communities of color, and underserved/under-reached communities with respect to the NYC Human Rights Law. During this quarter, through diverse outreach methods, CRB continued engaging immigrant communities across the City. The Commission also continues to offer workshops and events to various organizations and public which promote outreach and promoting diversity and inclusion.</p> <p>CCHR already translates core LEB documents into nine (9) different languages including Spanish, Bengali, Haitian Creole, Russian, Chinese, French, Korean, Urdu, Polish, and Arabic. LEB also sends out an insert with service of all correspondence in the enforcement process containing an advisory in 23 languages that the document contains important information about the case.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Partnering with City agencies to provide “Understanding Muslim Communities” trainings in follow-up to our recommendations from our Survey Report on Muslim, Arab, South Asian, Jewish, and Sikh New Yorkers.	We are also using the arts as a means of highlighting these issues by working with one of our two Public Artists in Residence, Andre D. Wagner, to document the experiences of Black Muslims and others Muslim New Yorkers.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Engaging our Bias Response Team as needed to address public incidents of bias, hate, and discrimination.	<p>Since February 2020, CCHR received over 566 reports of discrimination, harassment, and bias related to COVID-19, of which 184 were anti-Asian in nature. By comparison, over the same time period last year, the Commission received 26 reports of anti-Asian discrimination.</p> <p>In response to the increase in anti-Asian harassment with the emergence of the COVID-19 pandemic, CCHR hosted a series of town hall discussions with Asian and Pacific Islander community leaders to address concerns related to underreporting of bias incidents to law enforcement. The town halls featured the NYPD Hate Crimes Task Force, all of the city’s district attorneys’ offices, the Mayor’s Community Affairs Unit, the Mayor’s Office for the Prevention of Hate Crime and others. Several of these were conducted in Asian languages in order to make them accessible to targeted communities. Continuing to acknowledge the impact that current social or political events may have on Commission staff and</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	providing regular reminders of our shared values and commitment to human rights and a belief that all people's lives and communities be recognized and respected.				
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 briefly the activities, including the dates when the activities occurred.					

## V. RECRUITMENT

### A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity 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):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Ensure a consistent and fair application and interview process for internal and external candidates	<p>The Commission requires all applicants to utilize the City E-Hire process.</p> <p>All departments utilize structured interview questions, and managers are required to do structured interview training and unconscious bias trainings.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Review policies, procedures, and practices related to targeted outreach and recruitment.	The Commission staff continually engages with professional and community organizations through job and career fairs thereby providing us with an avenue to expand our outreach. Through its Community Relations Bureau, the Commission continues to foster relations with organizations that assist people with disabilities and criminal convictions to improve staff diversity. COVID-19 and working remotely has proved challenging in pursuing additional target outreach and recruitment this quarter.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers.	During this quarter, the Commission continued to be subject to a hiring freeze that prevented new hires or internal promotions. However, when conditions permit, the agency utilizes social media to share job announcements such as through LinkedIn and Twitter. Our website also has positions listed, though in Q1 these were subject to the hiring freeze. We will continue taking such actions as budgetary conditions permit during fiscal year 2021.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	1	1 White	M ___ F <u>1</u> N-B ___ O ___ U ___
4. Summer Graduate Interns	6	Black – 2, Asian – 1, White - 3	M ___ F <u>6</u> N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

*Additional Comments:*

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

☒ Yes

☐ No

Currently, there are zero 55-a participants.

During the 1st Quarter, a total of zero new applications for the program were received.

During the 1st Quarter zero participants left the program due to [N/A].

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

2. N/A

3. All new employees were provided with a copy of 55-a brochure. Also, the statement, “This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program” was incorporated into all applicable job postings.

## VI. SELECTION (HIRING AND PROMOTION)

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	<p>1. The Commission continues to inform staff of open positions within the agency.</p> <p>2. The Commission continues to evaluate internal applicants consistently with external applicants by assessing applicants through the tasks and standards associated with a given position and other objective criteria.</p> <p><b>**The Commission is currently subject to a hiring freeze and unable to hire new employees or backfill open positions.</b></p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	While the agency was subject to a hiring freeze in Q1, the Commission remains committed to using structured interview questions for all interviews.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists	The Commission continues to hold pools in office when civil service positions are available to increase these types of positions being filled.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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 team is increasing its involvement with the recruitment process. Members of the EEO team have joined the Commission's Recruitment Committee to aid in the selection of candidates.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups	The Commission continues to monitor and track reasons why employees are no longer with the agency and create ways to improve representation of all groups within the agency.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other:	N/A	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
During this Quarter the Agency included:	# of Vacancies # of New Hires # of New Promotions	# <u>0</u> # <u>0</u> # <u>0</u>	# _____ # _____ # _____	# _____ # _____ # _____	# _____ # _____ # _____

## VII. TRAINING

*Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

## **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://mspwva-dcslnx01.csc.nycnet/Login.aspx>

## **IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

### **A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

### **B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

### **C. 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://mspwva-dcslnx01.csc.nycnet/Login.aspx>**

#### D. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

*Describe any follow-up measures taken to address the results of the climate survey:*

The Commission plans to Review, streamline, and standardize the EEO complaint process in accordance with DCAS Office of Equity and Inclusion best practices to ensure employees are/remain aware of this process at their current agency or when they transfer to another agency. The EEO team reviewed the survey results with the General Counsel.

In addition, in response to the climate survey, the Commission has continued with previously implemented measures to make Sexual Harassment Prevention (SHP) training to be completed within thirty days of start date for new hires.

Previously implemented practices requiring notification, distribution, and written acknowledgement of receiving EEO policies continued in this quarter. The agency also continues to conduct exit interviews with departing staff to better identify workplace issues to improve climate and retention.

#### X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☒ The agency is NOT involved in an audit conducted by NYC EEPD 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 NYC EEPD or the other auditing agency.

☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

## APPENDIX: CCHR EEO PERSONNEL DETAILS

### EEO PERSONNEL FOR 1<sup>st</sup> QUARTER, FISCAL YEAR 2021

#### A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
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:	
NOTE: Please attach CV/Resume of new staff to this report							
For New EEO Professionals:							
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)	
Proportion of Time Spent on EEO Duties	<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>Completed Trainings:</b>			
EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & 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
IgbTq: 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
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
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
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN CCHR AS OF FIRST QUARTER FY 2021 \***

<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>
<b><u>Diversity &amp; Inclusion Officer</u></b>	Christelle Onwu	Associate Human Rights Specialist	40%	conwu@cchr.nyc.gov	212-416-0118
<b><u>Chief EEO Officer</u></b>	Gurjot Kaur	Executive Agency Counsel	50%	gkaur@cchr.nyc.gov	212-416-0114
Acting Chief EEO Officer	Dana Sussman	Executive Agency Counsel	15%	dsussman@cchr.nyc.gov	212-416-0136
ADA Coordinator / Disability Rights Coordinator / Disability Services Facilitator	Anna Martinez	Executive Director	Varies	amartinez@cchr.nyc.gov	718-657-5031
55-a Coordinator / Career Counselor	Taiwo Onabanjo	Executive Director	8%	<a href="mailto:tonabanjo@cchr.nyc.gov">tonabanjo@cchr.nyc.gov</a>	212-416-0191
EEO Counselor	Katherine Carroll	Executive Agency Counsel	10%	kcarroll@cchr.nyc.gov	212-416-0141
EEO Officer	Alex Korkhov	Associate Human Rights Specialist	10%	akorkhov@cchr.nyc.gov	718-390-5145
EEO Investigator, EEO Officer	Brittany-Jade Saunders	Executive Agency Counsel	15%	bsaundesr@cchr.nyc.gov	212-416-0223

EEO Training Liaison	Vanessa Ramos		Varies		
Accommodations Officer	Bianca Victoria Scott	Agency Attorney	20%	bvscott@cchr.nyc.gov	212-416-0218
Accommodations Officer	Nicolas Escobar	Community Coordinator	30%	nescobar@cchr.nyc.gov	212-416-0261

\* 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.