



OFFICE OF THE

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Mark Levine, Borough President

## **Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan**

### **Fiscal Year 2023**

### **Manhattan Borough President's Office**

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

The Manhattan Borough President's Office is committed to enforcing New York City's Equal Employment Opportunity Policy, cultivating a diverse workforce, and promoting an equitable work environment.

Although the Manhattan Borough President's Office is a comparatively small agency, it strives to create an inclusive and safe workplace. It is committed to providing necessary trainings, to investigating and addressing complaints, and to consistently analyzing its practices to ensure it is accomplishing these responsibilities to the best of its ability.

As the agency head, I will hold all managers and staff accountable for ensuring that the agency does not discriminate against employees or applicants for employment. The EEO Officers, Brian Lafferty and Kyra Cuevas, will serve as resources for managers and supervisors by providing best practices and direction in addressing EEO issues. They will also serve as a proactive and accessible point person for staff by regularly circulating resources from the DCAS Office of Citywide Equity and Inclusion, and by investigating and reporting any EEO-related issues that are brought to them. The EEO Officers contact information will be prominently available to everyone in the office, and employees will be encouraged to contact the officers with any questions, inquiries, concerns, or complaints regarding the EEO policy or workplace diversity and inclusion.

This statement is the same as last year.

This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Assisted in selection of diverse and inclusive community board members.
2. Practiced inclusionary hiring strategies, which has contributed to the diversity of the office's leadership, which is mostly comprised of women of color.
3. Provided career development for staff, where trainings and lunch and learns are made available.
4. Continually celebrated cultural heritage months with community stakeholders.

## III. Workforce Review and Analysis

**Please provide the total agency headcount as of 6/30/2022**

**Total Headcount: 47**

1. Upon the on-boarding process, new employees are tasked to set up their NYCAPS Employee Self Service Account. We encourage new employees to update their information, including their race/ethnicity, gender, and veteran status through this system and remind them that this information though optional, is vital to making our workplace more inclusive.

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2023, the agency will inform and remind employees of the option to add

preferred name in ESS.

1. After each CEED report is generated, the EEO Officers, Brian Lafferty and Kyra Cuevas conduct a thorough review with an emphasis of workforce composition and utilization data. The review occurs quarterly, upon the arrival of new data. Any outstanding findings will be presented to the Personnel Officers, Deirdre Lyles and Elaine Cheung for further review. If a change in the hiring or promotion process is warranted, it is brought up to the Agency Head, Mark Levine. In addition, at the end of the fiscal year the EEO Officers, Personnel Officers and the Agency Head review the patterns and findings for demographic between each of the quarterly report.
  - The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

#### **Agency Head**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **Human Resources**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **General Counsel**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

#### **Other (\_\_\_specify)**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## **IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023**

### **1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations:**

#### **Workforce Goals:**

1. Retain and uplift current employees, while providing professional development support where needed.
2. Provide information on available new job postings boroughwide.
3. Recruit a diversified workforce, while considering current underutilizations analyzed in its CEEDS reports.
4. Ensure that staff are provided accommodations that are needed, especially if they have familial obligations outside of work.

### **Workplace Goals:**

1. Ensure that the office environment fosters the acceptance of gender non- conforming individuals.
2. Ensure that technological access is easily and readily available for all employees.
3. Every quarter, the EEO officers will host conversations with each unit on their personal experiences in the workplace.
4. Provide a diverse breadth of knowledge by hosting monthly brown bag lunch and learn series.
5. Provide support groups for micro communities in the office.
6. Provide opportunities and spaces for knowledge share.

### **Community Goals:**

1. Continue to foster inclusive and equitable service to community constituents.
2. Conduct numerous outreach activities to bolster small businesses in minority neighborhoods.
3. Participate in cultural heritage marches, celebrations, and openings.
4. Participate in gender-friendly celebrations and events.
5. Use the office's social media platforms to provide education information on minority history

### **Equity, Inclusion and Race Relations Initiatives:**

1. Invite DEI and EEO experts to host lectures. For example, during our retreat we invited an employee from the New York Commission of Human Rights to speak about Diversity, Equity, and Inclusion. They thoroughly went through examples of discrimination in the workplace, such as microaggressions.
2. Participate in cultural heritage marches, celebrations, and openings. For example, Mark Levine and staff marched in the Pride Parade and the Puerto Rican Parade.

## **2. Planned Programs, Initiatives, Actions**

### **Workforce Goals:**

1. Retain and uplift current employees
  - a. Provide professional development support where needed with training and workshops.
  - b. Provide information on available new job postings borough wide.
2. Recruit a diversified and inclusive workforce
  - a. Consider findings from the CEEDS reports to include underutilized demographics for specific positions.
  - b. Advertise job postings boroughwide, internally and to the borough's community boards.
  - c. Advertise job postings in educational, professional, and minority forums.
  - d. Ensure that EEO officers and senior staff are included in the recruitment and hiring strategies, by vetting resumes and interview questions.
3. Ensure that staff are provided with accommodations that are needed
  - a. Follow FMLA and Reasonable Accommodation Policy, to ensure that staff are provided accommodations that are needed, especially if they have familial obligations outside of work.

## Workplace Goals:

1. To ensure that the office environments foster the acceptance of gender-non conforming individuals, the office will:
    - a. Utilize inclusive language and strategies in concurrent and future policies. For example, in addition to existing signage for each bathroom, gender-neutral signage will also be installed.
    - b. Employees are encouraged to utilize pronouns in employee e-mail signatures, and in meeting introductions.
  2. Ensure that technological access is easily and readily available for all employees by:
    - a. Providing remote access and free employee work cellphones.
    - b. Provide collaborative workspaces such as Microsoft Teams.
  3. Every quarter, the EEO officers will host conversations with each unit (without their supervisors) on their personal experiences in the workplace. To supplement the discussion, an anonymous survey will be distributed to relevant staff prior to meeting.
    - a. This is intended to be a safe space, and any concerns or issues brought up will be attended thoughtfully.
  4. Provide a diverse breadth of knowledge by hosting monthly brown bag lunch and learn series.
    - a. Each month, a brown bag lunch and learn series is made available to all employees to bolster professional development and broaden education in diversity. Subjects varying from the immigration history of Manhattan, and data collection have been provided. Additional series can include racial history and narratives.
    - b. The Citywide Commission for Human Rights provided a presentation on race to the entire office during its retreat, and a separate discussion was held with summer interns.
  5. Provide support groups for micro communities in the office.
    - a. We are working on implementing Employee Resource Groups.
  6. Provide opportunities and spaces for knowledge share.
    - a. Create an electronic dashboard for cultural events, minority owned small businesses, media etc. This can be shared in the kitchen pinboard.
    - b. Collaborate with borough-wide community organizations to curate art exhibitions to uplift marginalized communities and populations. Themes may or may not coincide with heritage months.
- Promote employee involvement by supporting Employee Resource Groups (ERGs).  
List below the names of existing ERGs:
- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

## Community Goals:

1. Continue to foster inclusive and equitable service to community constituents.
2. Conduct numerous outreach activities to bolster small businesses in minority neighborhoods.
  - a. Host neighborhood restaurant crawls and policy roundtable series such as the cannabis roundtable series in Harlem.
3. Participate in cultural heritage marches, celebrations, and openings.
  - a. For example, Borough President Mark Levine and staff marched in the Pride Parade and the Puerto Rican Parade. The office is committed to supporting staff who are interested in planning these events.

4. Participate in gender friendly celebrations and events.
  - a. For example, Borough President Mark Levine and staff participated in the pride parade. The office is committed to supporting staff who are interested in planning these events.
5. Use the office's social media platforms to provide education information on minority history
  - a. Promote and research information on minority historical figures during heritage month and make posts about them on Instagram and twitter.

In FY 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

Our Human Resources department notifies new job opportunities available internally to all employees of the MBPO and community boards. In addition, the postings are also made on websites such as indeed.com and NY Careers. Depending on the type of job opportunity, postings are also catered to underrepresented communities– for example, for our recently hired General Counsel, advertisements were strategically placed to garner the interest of women and people of color. As such, our job postings encourage inclusivity in the workplace. The findings from the underutilization reports are utilized to inform where these catered posts should be advertised. Other methodologies include:

1. Review of current policies, procedures and practices related to targeted outreach and recruitment.
2. Review underutilization in job groups to inform recruitment efforts.
3. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment
4. Assess agency job postings to ensure new diversity, inclusion and equal opportunity employer messaging is included
5. Training hiring managers and recruiters on D&I courses.
6. Posting vacancies on NYC Careers and on the MBPO's social media platforms to encourage a diverse applicant pool.

### B. Recruitment Sources

1. Resources listed above, including:
  - a. Internal hires
  - b. Community hires (from community boards)
  - c. NYC Careers
  - d. Social Media applicants
  - e. Targeted institutions and guilds

## C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	5		M 2 F 3 Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other(specify Summer Youth Employment Program (SYEP) & Summer High School Interns	8		M __2 F_6_ Non-Binary __ Other __ Unknown __

## D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs \_\_\_\_ [number] 55-a participants.
- There are \_\_\_\_ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of \_\_\_\_ [number] new applications for the program were received and \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

## VI. Selection (Hiring and Promotion)

### A. Career Counselors

The MBPO supports and encourages career advancement. Employees are provided with internal and external job postings. Information about civil service exams is provided to employees. Professional development for current and future careers are encouraged and supported. Career counseling is available when requested.

### B. New Hires and Promotions

HR is responsible for posting vacancies to ensure accurate salary ranges and appropriate



qualifications are listed. Based on position, vacancies may be posted on a specific website to attract qualified individuals. Based on the needs of the MBPO mid-high level positions may be filled externally. Hiring managers are advised by HR to be consistent with the interview process and to keep equity and inclusion in mind with hiring decisions.

### **C. EEO Role in Hiring and Selection Process**

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: \_\_\_\_\_

### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective

criteria and justified by business necessity.

- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	All employees-47	October 2022
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	All employees-47	April 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees  All other employees	All employees-47	February 2023
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees  All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All managers, supervisors, HR?	12	October 2022
9. Other (specify)			

## VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : \_\_\_\_\_
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

### A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

### B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.

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<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### **C. Local Law 121 (2020): Age Discrimination Training**

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

### **D. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

### **E. Local Law 101 (2018): Climate Survey**

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

## X. Audits and Corrective Measures

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
  - The agency is currently being audited or preparing responses to an audit conducted by the EEPC specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
  - The agency is subject to any other oversight or review by a federal, state or city civil rights agency.
  - Within the last two years the agency was involved in an audit conducted by the EEPC specific to our EEO practices.
  - The agency will continue/be required to implement corrective actions during the year that this plan is in effect.
  - The agency received a Certificate of Compliance from the auditing agency.
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## XI. Agency Head Signature

Mark D. Levine

Print Name of Agency Head



Signature of Agency Head

4/12/2023

Date

## Appendix A: Contact Information for Agency EEO Personnel

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b>	Brian Lafferty	Blafferty@manhattanbp.nyc.gov	212-669-4564
2.	<b>Agency Deputy EEO Officer</b>			
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b>	Deirdre Lyles	Dlyles@manhattanbp.nyc.gov	212-669-2375
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Deirdre Lyles	Dlyles@manhattanbp.nyc.gov	212-669-2375
5.	<b>ADA Coordinator</b>	Brian Lafferty	Blafferty@manhattanbp.nyc.gov	212-669-4564
6.	<b>Disability Rights Coordinator</b>	Brian Lafferty	Blafferty@manhattanbp.nyc.gov	212-669-4564
7.	<b>Disability Services Facilitator</b>	N/A		
8.	<b>55-a Coordinator</b>	Deirdre Lyles	Dlyles@manhattanbp.nyc.gov	212-669-2375
9.	<b>EEO Investigator(s)</b>	N/A		
10.	<b>Career Counselor(s)</b>	Deirdre Lyles	Dlyles@manhattanbp.nyc.gov	212-669-2375
11.	<b>EEO Training Liaison(s)</b>	N/A		
12.	<b>EEO Counselor(s)</b>	N/A		

## Appendix B: 2020 Climate Survey Action Plan

### 1. Target area and objective: Increase employees' familiarity with the EEO Policy.

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will circulate quarterly an agency wide email - including EEO resources with the revised EEO Policy. The EEO Office will meet with all units on a quarterly basis, both with and without managers and supervisors, to increase familiarity with the EEO Policy in general, and to ensure that managers and supervisors are familiar with their obligations to 1) report all possible violations of the EEO policy to the EEO Officers, and to 2) refer all Reasonable Accommodation requests to the Reasonable Accommodation Officer.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers.

### 2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will meet with all units, both with and without managers and supervisors, on a quarterly basis to increase familiarity with the EEO Policy in general, and to ensure that managers and supervisors are familiar with their obligations to 1) report all possible violations of the EEO policy to the EEO Officers, and to 2) refer all Reasonable Accommodation requests to the Reasonable Accommodation Officer.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers

### 3. Target area and objective: 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.

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will meet with all units, both with and without managers and supervisors, on a quarterly basis to improve employee's knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers.

### 4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will meet with all units, both with and without managers and supervisors, on a quarterly basis to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers.



**5. Target area and objective: 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.**

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will meet with all units, both with and without managers and supervisors, on a quarterly basis to 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.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers.

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

- **Planned actions, initiatives, programs, or policies:** The EEO Officers will meet with all units, both with and without managers and supervisors, on a quarterly basis to improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.
- **Intended reach:** All staff. All staff have access to computers.
- **Who will be responsible for implementing the action?** The EEO Officers.