

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

Fiscal Year 2023

**(BERS)
Board of Education Retirement System**



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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Board of Education Retirement System, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity and inclusion initiatives at the agency by observing EEO mandates, and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer **Michelle Pyram** and the Deputy EEO Officer **Lydia Ahmim** will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

This statement is the same as last year.

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

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II. Recognition and Accomplishments

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

1. Recognized employee contributions in our Agency wide Town Halls.
2. Completed EEO/Compensation analysis prepared for the Executive Office and Legal review.
3. Partnered with Department of Aging and BERS Member Communications on outreach communications to retirees.
4. Conflict Training was provided to our BERS Executive Office, Leadership team and supervisors, in partnership with OATH, as facilitators.
4. Implemented agency wide Employee Feedback Cycle Process.
5. EEO Officers attended DFTA- Building an Age Inclusive NYC training series
6. Partnered with OLR/Workwell to offer wellness programs available to all BERS staff and Temps.
7. EEO and Anti-Discrimination Posters and signage are included in both of our 55 Water Street and 65 Court Street locations.
8. Under the duress of Covid and its impact on the Asian American community we promoted a series of OATH and DCAS sponsored events:
 - NYC Taskforce on Racial Inclusion & Equity (TRIE) provided a space for a 'virtual healing circle' event for City employees in honor of the upcoming Asian American and Pacific Islander (AAPI) Heritage Month.
 - We also shared the CityTalk panel discussion, "*NYC CityTalk: Advancing Communities Through Collaboration*", held also in recognition of Asian American and Pacific Islander Heritage Month.
9. We also partnered with our vendor, McLean to offer management development training for the BERS Leadership Team. We also procured this training offering for the BERS Supervisors for FY23.
10. The agency also completed the citywide mandatory SHP and LGBTQ compliance training in FY 2022.
11. We leveraged the support of EAP to address the diverse needs of specific demographic groups. We also provided live virtual support group sessions and weekly EAP takeaway emails, including the following topics but not limited to:

(BERS)

- Mental Health Awareness
- Radical Acceptance
- Women’s Mental Health
- Acknowledging Black History Month
- BIPOC Support group
- NYC EAP Resiliency Group
- Suicide Awareness Month
- Mindfulness Techniques
- Caretaker Burnout
- Acknowledging Native American Month
- Grief and Loss Support group
- Establishing Healthy Self Esteem
- Legacy of Dr. Martin Luther King
- Emotional Triggers
- Psychological Wellbeing and Happiness
- Teenage Drug and Alcohol Abuse
- Managing Stress and Easing Anxiety
- Managing our Emotions
- Neurodiversity
- Reducing Mental Health Stigma
- Reminders of EAP Support Groups
- EAP Support during the Holidays
- Relaxation Group
- Pride Month

III. Workforce Review and Analysis

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

Total Headcount: _____125_____

1. 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.

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In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2.

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

CEEDs report is comprised of DOE, BERS and SCI data as they all share the same 740 payroll code. To maintain data integrity, the agency will continue to conduct its own internal review of BERS demographic data in partnership with our Data Analytics team. This analysis will be reviewed with the BERS Executive Office, General Counsel team and EEO Office. CEEDs report is comprised of DOE, BERS and SCI data as they all share the same 740 payroll code. To maintain data integrity, annually we complete an internal review of our demographic data in partnership with Data Analytics, Legal and HR.

The review of our demographic data is a consistent practice we have had in place annually. The agency is well represented at the staff and managerial levels.

Positions that are underutilized and are difficult to fill i.e., IT roles are subject to civil service list appointments and limit our ability to change hiring patterns in specific job titles.

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).

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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:

BERS will continue to fulfill its professional development goals by offering an online management development program for the Leadership Team and a similar subsequent program for supervisors.

The Agency also continue to utilize the online Harvard Manage Mentor platform... coupled with a quarterly "Sandy's Corner" series sponsored by BERS Executive Director, Sandy Rich. Within it, we curate specific management development topics relevant to BERS leadership.

LinkedIn Learning will continue to be available to all staff.

❖ Workplace:

HR worked will work with the Executive Office to disseminate FY23 strategic goals for the agency under our pillars of People and Culture, Member Experience, Execution Excellence, Systems and Data Integrity.

The agency will continue to introduce the coffee and chat series between the Executive Office and staff; additional sessions with the Executive Office will be supported at the request of specific departments.

BERS will also re-brand its Employee Recognition program. We will promote recognition as a means to not only acknowledge individual contributions but also as a means to celebrate department, unit, project/process wins, self-nominations, as well as any recognition from our members. The program will be open to all employee levels including managers, supervisors, staff and temps. Recognition will be announced in our Town Halls with the Executive Office or via agency wide communications

❖ Community:

Associate of Asian American Investment Managers (AAAIM) Annual Conference - Sept 2023

AAAIM is recognized as the national voice of AAPI investment managers and the only national organization dedicated to supporting the growth of AAPI investment managers.

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BERS currently does not have any AAPI owned asset managers in our portfolio. This conference allowed us to meet with AAPI investment managers for potential engagement in the future.

Somos-Nov 2022/February 2023

Somos is a non-profit organization committed to addressing the needs of the Hispanic population in New York. Their conferences are held twice a year, to serve as a platform for legislators, agencies, business, and labor to address various concerns of the New York Hispanic community.

BERS staff meet with state and local legislators on issues facing BERS membership.

New York State Association of Black, Puerto Rican, Hispanic, and Asian Legislators (NYSABPRHAL)- February 2023

NYSABPRHAL is dedicated to engaging New York residents in dialogue about issues and policies that are having an impact at given time- adverse or favorable - on their communities.

BERS staff meet with state and local legislators on issues facing BERS membership.

National Association of Securities Professionals (NASP)-June 2023

NASP serves as a resource for the minority community at large and for the minority professionals within the securities and investments industry. NASP aim is to achieve equal opportunity for minorities and women in the securities industry.

BERS partners with NASP on the fast track program, an initiative for unrepresentative groups of students in the financial services industry. BERS also uses this event to meet with minority and women led asset management firms.

We also plan to work with NASP to source a diverse candidate pool of summer interns who can potentially fill our open vacancies.

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

Continue partnership with EAP and OATH on special initiatives to enhance equity, inclusion, and race relations at BERS.

2. Planned Programs, Initiatives, Actions

EEO policy and complaint process presentation at FY23 BERS Town Hall.

A. Workforce

(BERS)

BERS will also re-brand its Employee Recognition program. We will promote recognition as a means to not only acknowledge individual contributions but also as a means to celebrate department, unit, project/process wins, self-nominations, as well as any recognition from our members. The program will be open to all employee levels including managers, supervisors, staff and temps. Recognition will be announced in our Town Halls with the Executive Office or via agency wide communications

The agency will continue to leverage DCAS Office of Citywide Recruitment for support with underutilization or with targeted recruitment for positions that are difficult to fill.

B. Workplace

HR worked will work with the Executive Office to disseminate FY23 strategic goals for the Agency under our pillars of People and Culture, Member Experience, Execution Excellence, Systems and Data Integrity.

BERS completed an employee engagement survey in 2022 and will use FY23 to execute on the action planning activities derived from the ongoing coffee and chat series.

HR will work with the Executive office to ensure that there are messages that are conveyed to staff regarding respect in the workplace that is harassment free and promote positive work environment strategies and accountabilities wherever this goal falls short.

The agency will continue to introduce the coffee and chat series between the Executive Office and staff; additional sessions with the Executive Office will be supported at the request of specific departments.

- Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- 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

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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

C. Community

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

The agency will continue to offer civil service 101 training, monthly announcements of the DCAS exam announcements, and BERS job posting as they become available. The agency also provides LinkedIn Learning modules that are available on demand to managers should they need support with structured interviewing or unconscious bias in the selection process.

BERS also actively partners with the National Association of Securities Professionals (NASP). NASP is the premier organization that helps Blacks, ethnic minorities, and women achieve inclusion in the financial services industry. We source our internship program from NASP.

We also source candidates from CUNY Baruch. The college provides an inclusive, transformational education in the arts and sciences, business, and public affairs to students from New York and around the world and creates new knowledge through scholarship and research. Their students fit the profile for the ideal BERS hire.

We source our internship program from NASP and CUNY Baruch.

B. Recruitment Sources

1. DCAS Citywide Recruitment

2. CUNY Baruch

3. [NASP \(National Association of Securities Professionals\)](#)

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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 _4_ F_1_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify): (High School interns)	2		M __ F_2_ 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 0 [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.

The 55a program is advertised on all BERS job postings available to the public. Currently, we do not have any employees participating in the 55a program.

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VI. Selection (Hiring and Promotion)

A. Career Counselors

We will offer a career panel discussion in our Town Hall, civil service updates on Monthly examination offerings as well as insights into Career Mobility within the agency and beyond.

We will continue to highlight the availability of DCAS professional development offerings, Microsoft Office trainings as well as LinkedIn Learning modules.

Harvard Manage Mentor will also continue to be available to the leadership team and supervisors.

B. New Hires and Promotions

We rely on the hiring and selection process of the DOE.

C. EEO Role in Hiring and Selection Process

We rely on the hiring and selection process of the DOE.
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.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Other: _We rely on the hiring and selection process of the DOE. We also provide Management Development training online and in-person.

D. Layoffs

The agency will continue to champion its efforts on leadership development, management development and staff development in FY23.

- 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.

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- 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).

The agency is corpus funded and does not anticipate any layoffs in FY23.

VII. Training

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.)	136	3/31/23
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)	136	8/31/23
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees		
6. IgbTq – 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)		25	7/31/23
9. Other (specify)			

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VIII. Reasonable Accommodation

- 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 designee¹ : **Daniel Miller, BERS Deputy Executive Director**
- 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.

1 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.

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- 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.
- 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.

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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 (done via our 2022 BERS employee engagement survey) outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

The agency conducted its own Employee Engagement Survey in February 2022. The duration of FY23 will focused on executing the action plan identified.

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 or _____ [another governmental agency – please specify] 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 [please specify] _____.
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] 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

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Sanford Rich

Print Name of Agency Head

Sanford Rich

Signature of Agency Head

11/10/2022

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Michelle Pyram	mpyram@bers.nyc.gov	917-246-0394
2.	Agency Deputy EEO Officer [if appointed]	Lydia Ahmim	lahmim@bers.nyc.gov	929-214-0365
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Sabrina Hayat	shayat10@bers.nyc.gov	929-305-3874
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator			
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Michelle Pyram	mpyram@bers.nyc.gov	917-246-0394
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)			

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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 Office will circulate an annual agency wide email including EEO resources, including the revised EEO Policy.
- EEO Presentation at BERS Town Hall in FY 23

➤ Intended reach

- All staff, including, executive office, managers, interns, consultants, etc.

➤ Who will be responsible for implementing the action?

- EEO Office

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

➤ Planned actions, initiatives, programs, or policies:

- The EEO Office will inform staff on the EEO complaint process via an annual agency wide email
- Inform staff on the role and responsibility of the EEO Office at the next Town Hall within FY23.

➤ Intended reach

- All staff, including, executive office, managers, interns, consultants, etc.

➤ Who will be responsible for implementing the action?

- EEO Office

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 Office will inform staff on the EEO complaint process via an annual agency wide email
- EEO Presentation at BERS Town Hall in FY 23

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- **Intended reach**
 - All staff, including, executive office, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?**
 - EEO Office

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:**
 - Inform staff on the role and responsibility of the EEO Office at the next Town Hall within FY23.
 - Provide presentation deck to all staff via email

- **Intended reach**
 - All staff, including, executive office, managers, interns, consultants, etc.

- **Who will be responsible for implementing the action?**
 - EEO Office

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:**
 - Inform Managers of their role to report EEO violations via an All Manager Meeting within FY23.
 - Provide training deck to managers via email

- **Intended reach**
 - Executive office, managers, and supervisors

- **Who will be responsible for implementing the action?**
 - EEO Office

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.

o Planned actions, initiatives, programs, or policies:

- o Inform Managers of their role to report EEO violations via an All Manager Meeting within FY23.
- o Provide training deck to managers via email

➤ Intended reach

- o Executive office, managers, and supervisors


➤ Who will be responsible for implementing the action?

- o EEO Office



TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 024B4CE9-D39E-49BC-BA1D-28C013208F75	Document Name Bers Fy 2023 Diversity Equity Inclusion And Eeo Plan Draft Ii Cei Approved Final
Transaction Type Signature Request	Filename bers_fy_2023_diversity_equity_inclusion_and_eeo_plan_draft_ii_cei_approved_fir
Sent At 11/10/2022 15:38 EST	Pages 23 pages
Executed At 11/10/2022 17:12 EST	Content Type application/vnd.openxmlformats-officedocument.wordprocessingml.document
Identity Method email	File Size 110 KB
Distribution Method email	Original Checksum 90d0dbe134fad61d6b169f403d60923407e1540315caa145118d82760ee21d0f
Signed Checksum aa17e52f4eb9279933c75772edc28e3452a1eb904ec5b07e5d7db5728da95cca	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Sanford Rich	Status signed	Viewed At 11/10/2022 17:12 EST
Email srich4@bers.nyc.gov	Multi-factor Digital Fingerprint Checksum c650f9cf044da5d27692591710145c7f912acf5b58aab90beee48c1a88552e5f	Identity Authenticated At 11/10/2022 17:12 EST
Components 3	IP Address 32.219.24.200	Signed At 11/10/2022 17:12 EST
	Device Chrome Mobile via Android	
	Typed Signature 	
	Signature Reference ID F3154A02	

AUDITS

TIMESTAMP	AUDIT
11/10/2022 15:38 EST	Kazi Ahammad (kahammad@bers.nyc.gov) created document 'bers_fy_2023_diversity_equity_inclusion_and_eeo_plan_draft_ii_cei_approved_final_needs_ed_signature.docx' on Chrome via Windows from 165.155.121.2.
11/10/2022 15:38 EST	Sanford Rich (srich4@bers.nyc.gov) was emailed a link to sign.
11/10/2022 17:10 EST	Sanford Rich (srich4@bers.nyc.gov) viewed the document on Chrome Mobile via Android from 32.219.24.200.
11/10/2022 17:12 EST	Sanford Rich (srich4@bers.nyc.gov) viewed the document on Chrome Mobile via Android from 32.219.24.200.
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