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Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

Fiscal Year 2026

Department of Consumer and Worker Protection

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Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women.¹

II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

[Pursuant to the Agency Head obligations under the New York City Charter § 815(h) this statement, is an opportunity for the Agency Head to articulate, in their own language, the agency’s commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency’s strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency’s DEI-EEO Plan. It must include the name and contact information of agency EEO Officer. If there is also a Diversity and Inclusion Officer at the agency, then also mention them in the statement, as an additional resource for the workforce.]

At the Department of Consumer and Worker Protection, our mission is to create a fair and just marketplace for all New Yorkers. This mission begins with us. We cannot champion equity across the city without first ensuring our own workplace is a model of fairness, dignity, and respect.

Therefore, I want to be unequivocally clear: **DCWP is committed to maintaining a work environment that is entirely free from discrimination, harassment, and retaliation.** This is a cornerstone of our agency's strategic mission and is mandated by the **City of New York's EEO Policy** and the **New York City Human Rights Law (NYCHRL)**.

Our commitment is formalized in our annual Diversity, Equity, Inclusion, and Equal Employment Opportunity (DEI-EEO) Plan, which aligns with the City of New York's EEO Policy. This policy protects all of us based on our actual or perceived identity, including, but not limited to, race, color, creed, age, national origin, gender, disability, marital status, partnership status, caregiver status, sexual orientation, uniformed service, and immigration or citizenship status.

¹ See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

Your Rights & Protections

While you are always encouraged to resolve issues within DCWP, you also have the right to file complaints with external government agencies that enforce laws against discrimination, such as the U.S. Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights (DHR), and the New York City Commission on Human Rights (CCHR)

Accountability & Your Role

Accountability for this mission is a shared, agency-wide responsibility. From senior leadership to every manager, supervisor, and employee, we are all charged with upholding these values. Managers and supervisors have a critical obligation to not only model inclusive behavior but also to report any potential policy violations to our EEO Officer promptly. Every one of us is expected to complete all mandatory EEO trainings and contribute to a respectful and collaborative environment.

Your DCWP Resources

To ensure you have clear and confidential channels for support, please use the following resources:

- **EEO Office:** To report or discuss concerns related to discrimination, harassment, or retaliation, please contact our EEO Officer or EEO Counselor. They are responsible for ensuring compliance with all EEO laws and conducting fair, impartial investigations.
 - **EEO Officer, Margaret Mateo:** EEO_Complaint@dcwp.nyc.gov
 - **EEO Counselor, Zachary Taylor:** R7@dcwp.nyc.gov
- **Disability Rights Coordinator (DRC):** To request a reasonable accommodation, please contact our DRC. This individual is responsible for ensuring compliance with disability laws and engaging in the cooperative dialogue to provide accommodations for needs related to a disability, religious practice, pregnancy, or status as a victim of domestic violence, sex offenses, or stalking
 - **Disability Rights Coordinator, Zachary Taylor:** R7@dcwp.nyc.gov
- **55-a Program Coordinator:** This program facilitates the hiring of qualified individuals with certified disabilities into competitive civil service positions without examination. For more information, please contact our coordinator.
 - **55-a Program Coordinator, Cynthia Medina:** CMedina@dcwp.nyc.gov
- **Career Counselor:** For confidential career counseling regarding opportunities for promotion and advancement within the agency, please contact our career counselor upon request.
 - **Career Counselor, Margaret Mateo:** MMateo@dcwp.nyc.gov

☐ This statement is the same as last year.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

☒ Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2025) to advance DEI and EEO goals. For example, recognizing employee contributions to DEI goals through awards and employee recognition, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add more items as needed.]

I. Championing Economic Equity through Robust Worker Protection

DCWP's enforcement of the City's landmark workplace laws is a primary vehicle for advancing economic equity. In FY2025, we held numerous businesses accountable for violations, securing significant restitution for thousands of workers, many of whom are from immigrant and marginalized communities. Our actions ensure that worker rights are not just theoretical but are actively enforced.

- **Historic Restitution Secured:** This fiscal year, DCWP secured millions in relief for workers whose rights were violated. This includes a [May Day announcement](#) of nearly \$4 million in restitution for over 2,160 workers from major businesses including a Pizza Hut franchisee, Halal Guys, and Petco for violations of the Fair Workweek and Paid Safe and Sick Leave Laws. [Another settlement secured \\$2.6 million for over 3,400 workers](#) from companies like Burlington, Starbucks, and Tavern on the Green.
- **Protecting Freelance and Gig Economy Workers:** Recognizing the changing nature of work, DCWP championed the rights of freelance workers. [A settlement with BuzzFeed secured more than \\$45,000](#) for 16 freelancers who were not paid on time, reinforcing the protections of the Freelance Isn't Free Act. We also secured **\$200,000 for delivery workers** from the courier service Relay for violations of their rights, and as part of the settlement, Relay will now pay its workers the City's minimum pay rate.
- **Comprehensive Outreach and Education:** We empowered workers by ensuring they know their rights. We distributed the newly expanded Workers' Bill of Rights, a comprehensive, multilingual guide to workplace protections, regardless of immigration status. [In calendar year 2024, DCWP held over 250 workers' rights events with more than 34,000 attendees.](#)

II. Advancing Financial Empowerment and Closing Wealth Gaps

DCWP launched and expanded several key programs designed to provide New Yorkers, from youth to public servants, with the tools for financial stability.

- **Financial Literacy for Youth Initiative:** In a groundbreaking partnership with NYC Public Schools, [DCWP unveiled the FLY initiative](#), a long-term strategy to ensure every public school student learns personal finance by 2030. The program will place financial educators in every school district, starting with 15 districts in the coming year, to provide counseling and workshops for students and their families, with a focus on underserved communities.
- **NYC Free Tax Prep Success:** Our flagship program, NYC Free Tax Prep, reached a major milestone, having [saved New Yorkers over \\$200 million in filing fees since 2015](#). In the 2024 season alone, the program filed over 101,000 returns, saving filers more than \$33 million. With services offered in multiple languages, this program is a vital tool for low-income families and gig economy workers to access crucial tax credits and keep their full refund.
- **Student Debt Relief for Public Servants:** To support the City's workforce, DCWP partnered with the student loan benefits company Summer to help [wipe out an estimated \\$360 million in student loan debt for 100,000 public servants](#). This initiative provides free access to experts who help city employees enroll in federal Public Service Loan Forgiveness (PSLF) and other repayment plans, serving as a powerful tool for recruitment, retention, and the promotion of public service careers.

III. Protecting Vulnerable Consumers from Predatory Practices

Our consumer protection efforts in FY2025 focused on predatory businesses that disproportionately harm vulnerable New Yorkers, including immigrant communities and grieving families.

- An agreement with R.G. Ortiz Funeral Homes, which primarily targets Spanish-speaking communities, secured over [\\$600,000 in restitution](#) for families who were exploited during their time of grief.
- A settlement with National Floors Direct will provide [\\$250,000 in restitution](#) to consumers harmed by the company's deceptive advertising and shoddy workmanship.

IV. Fostering an Inclusive, Equitable, and Thriving Workplace

Beyond our external mission, DCWP has dedicated significant resources in FY2025 to cultivating an internal culture of equity, opportunity, and professional growth. Our initiatives focused on transparent recruitment, employee development, and disability inclusion have strengthened our position as a model employer within New York City government.

- **DCAS-Recognized Public Employment Sessions:** DCWP launched monthly virtual employment sessions to demystify the civil service process and showcase career opportunities to the public. These sessions provide invaluable information on current vacancies and pathways to a career at the agency. This initiative was formally **recognized by the Department of Citywide Administrative Services (DCAS) as a model program** and is now being considered for citywide adoption. Each session typically sees between 2 to 50 participants
- **Proactive 55-a Program Promotion:** We have actively promoted competitive job opportunities through the City's 55-a Program portal. This targeted outreach ensures that qualified individuals with disabilities are aware of and encouraged to apply for positions at DCWP, reinforcing our commitment to building a diverse and inclusive workforce in compliance with New York State Civil Service Law.
- **Strategic Employee Career Development:** To support the growth and retention of our talented staff, we developed a **comprehensive Career Counseling Guide**. This resource equips employees with tools for resume building, navigating civil service examinations, and identifying internal and external training opportunities to foster their professional development.
- **Enhanced DCWP Communications:** Our DCWP newsletter has grown into a key platform for promoting career opportunities to a subscriber base of **over 1,400 individuals**. The newsletter serves as a strategic tool to highlight civil service pathways, promote the 55-a Program, and advertise current job openings, ensuring our outreach is both broad and inclusive.

IV. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2025 as well as the number of employees in your agency whose demographic information is unknown.

[NOTE: These numbers are available on the total line for your agency in the FY 2025 Q4 EBEPR210 CEEDS report]

Total Headcount: 446

Unknown Race/Ethnicity: 18

Unknown Gender: 1

Unknown Both: 0

Pursuant to Local Law 27 (2023) ** provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).²*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

- Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

² Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

a) Analysis of Agency Compensation Data:

As a key strategic goal for FY26, DCWP will explore options for conducting a formal pay equity audit, which may include contracting with a specialized vendor, pending budget allocation and approval.

Recognizing that broad, agency-wide salary averages can be misleading, our analysis will use a more precise and legally sound methodology. The process involves:

1. **Grouping by Comparable Roles:** We will analyze compensation by grouping employees into cohorts of "similarly situated" positions based on job title, civil service level, and essential duties.
2. **Controlling for Neutral Factors:** Within these specific groups, we will analyze pay while controlling for legitimate, non-discriminatory factors that influence salary, such as years of service in a specific title.
3. **Identifying Disparities:** The objective of this analysis is to identify any statistically significant compensation disparities among employees of different demographic groups that are not explained by the neutral factors listed above.

This will be detailed and ongoing analysis. Upon its completion, a report of the findings and any necessary recommendations will be presented to agency leadership. This will ensure our compensation practices fully support our strategic goals for diversity, equity, and inclusion and adhere to all federal, state, and local laws.

b) Indicators of Occupational Segregation:

A preliminary review suggests that the "Administrative Support" job group may have a higher concentration of women and employees of color. These roles also appear to be in lower salary bands compared to professional and managerial roles

c) Actions undertaken to reduce occupational segregation considering previous analyses:

Mandating Diverse Interview Panels: We are developing policy to mandate that all interview panels, particularly for supervisory and management roles, include a diverse mix of employees in terms of race, gender, and job title. This initiative is designed to mitigate in-group bias during the selection process.

Modernizing Job Descriptions for Equity: In an ongoing collaboration, Human Capital and the EEO office are actively auditing and revising job descriptions. The goal is to remove unnecessary credential requirements and biased language, which will help widen the applicant pool and ensure a focus on essential skills and experience.

Developing a Pay Equity Audit Program: We are in the planning stages of establishing a formal process to conduct regular pay equity audits. This future program will be designed to identify and remedy compensation disparities across gender, race, and ethnicity that cannot be explained by neutral factors like seniority or performance.

2. [Indicate, below, all steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means. Check all appropriate boxes.]

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

[Indicate below your agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports). Check the appropriate boxes to indicate the units involved and the frequency of reviews.]

Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- ☒ 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.
- ☒ 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).

The EEO officer conducts workforce review with the following agency units:

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (specify): **All Division Leaders**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

[State below the general (high-level) goals of your strategy for FY 2026 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Then provide a description of specific programs, initiatives, and actions directed toward achieving these goals.]

For Fiscal Year 2026, DCWP's EEO and DEI strategy is built on three core pillars:

1. **Fostering a Diverse and Skilled Workforce:** We will enhance our talent pipeline through inclusive, data-informed recruitment, implement gold-standard selection practices to ensure fairness, and launch a supportive onboarding process designed to maximize the retention of all new hires.
2. **Cultivating an Accessible and Inclusive Workplace:** We will advance comprehensive accessibility through physical and digital upgrades, enhance EEO compliance through proactive communication, and embed equitable management practices to ensure fair and consistent decision-making for all employees.
3. **Ensuring the Equitable Delivery of Agency Services:** We will continue our robust community outreach, enhance multilingual access to our digital and physical resources, and strengthen our partnerships with community-based organizations to ensure every New Yorker is aware of and can access our services.

Collectively, these goals will mitigate risk, enhance operational effectiveness, and solidify DCWP's role as a leader in both employee support and public service.

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

General Goal: To foster a diverse and skilled workforce by promoting equitable career advancement, professional development, and inclusive hiring practices. To achieve this goal, our strategy is to improve the entire talent lifecycle, from initial outreach to long-term retention

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2026. Please mention here major job groups experiencing underutilization of women and minority group members in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism³ in your agency programs and activities. For example, non-traditional inclusion initiatives for minority group members, such as multigenerational workforce initiatives for which you would pay attention to efforts to engage older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

1. Broaden the Pool of Civil Service Exam Takers

To expand on our current practice of hosting monthly virtual information sessions, we will launch a more targeted strategy to increase the diversity of our applicant pools for civil service examinations.

- **Action: Host "Demystifying City Service" Workshops.** In collaboration with our Human Capital and External Affairs divisions, we will develop and host targeted workshops designed to guide potential applicants from underrepresented groups through the exam and hiring process. These sessions will provide practical, hands-on guidance beyond our general information sessions.
- **Action: Launch Targeted Outreach Campaigns.** We will partner with community-based organizations (CBOs) to promote awareness of key DCWP civil service exams. This outreach will be data-informed, focusing on reaching communities identified as underrepresented in our workforce analysis to ensure our applicant pools more closely reflect the diversity of the city.

³ New York City Local Law No. 14 (2024); New York City Charter Chapter 35 Section 815.3

2. Implement Gold-Standard Selection and Interviewing Practices

To ensure fairness and mitigate bias in our selection process, we will formalize and enhance our current practice of using structured interviews and hiring panels.

- **Action: Develop a "Hiring Manager Toolkit."** Human Capital and EEO will create and distribute a comprehensive toolkit for all hiring managers. This will include a standardized interview guide, an equitable evaluation rubric to score candidates against job-related criteria, and a one-page summary of common cognitive biases to avoid during the evaluation process.
- **Action: Enhance Interviewing Integrity through Audits and Diverse Panels.** To build upon our existing requirement for structured interviews, we will implement a quarterly audit process to ensure compliance and consistency in our hiring practices. Furthermore, we will now mandate that all hiring panels for selections made from civil service lists be diverse. This dual approach—auditing our current process and adding the requirement for diverse panels—strengthens our commitment to a fair and equitable selection process for every hire
- **Enforcement and Accountability:** To ensure compliance, hiring managers will be required to document their use of the structured interview guide and the composition of their hiring panel for each selection. Human Capital will conduct regular audits of this documentation. Any deviation from this protocol must be justified in writing and approved by senior leadership. Non-compliance may result in delayed or invalidated hiring decisions.

3. The First 90 Days: An Inclusive Onboarding and Integration Initiative

This initiative extends our commitment to fairness and inclusion from the hiring process into the critical first 90 days of employment. By standardizing our onboarding experience, we will ensure all new hires, particularly those from backgrounds that are underrepresented at DCWP, feel welcomed, supported, and are equipped for long-term success.

- **Action: Develop a "Manager's Onboarding Checklist."** Human Capital will create a standardized, time-based checklist for managers. This tool will prompt them to cover key integration points during an employee's first week, first month, and first 90 days, including scheduling introductory meetings, assigning an informal peer "buddy," and clarifying performance expectations.
- **Action: Create a standardized "New Hire Welcome Packet."** This digital packet will be sent to all new employees on their first day. It will include a "Who's Who" guide to agency leadership, an overview of our workplace culture and communication norms, and

clear, accessible information on EEO policies and the reasonable accommodation process, ensuring universal access to this knowledge from day one.

- **Action:** Implement a confidential **"90-Day New Hire Check-in Survey."** This short, anonymous survey will be automatically sent to new employees at the 90-day mark. It will gather crucial feedback on their onboarding experience, their sense of belonging, and whether they have the tools and support needed to succeed.
- **Measuring Effectiveness:** Human Capital will ensure the "Manager's Onboarding Checklist" is distributed with every new hire notification. The effectiveness of the overall initiative will be measured by analyzing the aggregate, anonymized results of the 90-day check-in survey to identify trends and areas for improvement. Over the long term, we will track first-year retention rates with the goal of increasing retention and reducing turnover costs.

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

General Goal: to enhance employee morale and foster an inclusive, supportive, and equitable work environment. We aim to achieve this by promoting a culture of respect, ensuring full accessibility, and embedding fairness into our core management practices.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, and initiatives undertaken to address equity, inclusion, and anti-racism in the agency. (e.g., modeling

inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism awareness, including, but not limited to, anti-racial discrimination training as aligned with Local Law 14 (2024), in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

1. The Comprehensive Accessibility Initiative

This initiative will advance the goals of the agency's 5-year Accessibility Plan through tangible upgrades to our physical and digital infrastructure. The focus is on removing concrete barriers and ensuring all employees and members of the public can fully access DCWP's facilities and resources in compliance with all accessibility standards.

- **Action:** Conduct a formal **accessibility audit of our key digital platforms**, including the main DCWP website and employee intranet. This audit will identify areas for improvement and create a clear roadmap for remediation, ensuring our digital resources are fully accessible.
- **Action:** Initiate a formal review, in partnership with the Facilities unit, of key public and employee common areas at our headquarters to **identify all navigational signage needing upgrades to include braille**.
- **Action:** Partner with our Facilities and IT units to begin the process of **installing assistive listening devices** in our primary large-scale meeting rooms and public hearing spaces.
- **Measuring Effectiveness:** The successful completion of the digital accessibility audit will be documented in a formal report presented to senior leadership. A comprehensive inventory of signage requiring braille upgrades will be completed and delivered to the Facilities unit to inform their installation schedule. Finally, we will track the successful installation of assistive listening devices in all designated priority locations.

2. Operationalizing Digital Accessibility

This initiative will ensure the agency's forthcoming Digital Accessibility Guide is effectively implemented and becomes a standard practice for all staff. The goal is to move from policy to practice, ensuring all digital content and communications created by DCWP are accessible, fostering a more inclusive workplace, and improving our external service delivery.

- **Action:** Upon its completion, the new **Digital Accessibility Guide** will be formally launched and distributed to all staff via an agency-wide email from senior leadership to underscore its importance.
- **Action:** The **Digital Accessibility Guide** will be housed on a dedicated **Accessibility Resource Page** on the agency's intranet, making it a permanent and easily accessible reference for all employees.
- **Action:** A link to the **Accessibility Resource Page** will be featured annually in the EEO newsletter to reinforce its importance and remind staff of its availability.
- **Measuring Effectiveness:** We will track the formal distribution of the guide to all staff and monitor traffic to the Accessibility Resource Page on the intranet to gauge usage. The annual employee survey will include a question to measure staff awareness of the guide and their confidence in creating accessible documents.

3. EEO Information and Compliance

This initiative is designed to ensure all employees are clearly and regularly informed of their rights and responsibilities under federal, state, and City EEO laws. By creating a central, reliable source for EEO information, we will enhance compliance, mitigate legal risk, and foster a culture of accountability and respect.

- **Action:** Launch a **quarterly, EEO-focused newsletter** for all staff. This communication will provide practical updates on relevant laws like the NYCHRL, clarify procedures for the reasonable accommodation process, and explain employee rights and managerial responsibilities under the City's EEO Policy
- **Action:** Conduct a comprehensive **audit and relaunch of the existing EEO intranet page**. This process will ensure the page is user-friendly, contains the most up-to-date versions of all official documents (including the City's EEO Policy and DCWP's Reasonable Accommodation Protocols), and features prominent, direct links to the complaint and accommodation request forms.
- **Measuring Effectiveness:** We will track newsletter open rates and click-through rates to the EEO page to ensure information is being received and acted upon. We will also monitor traffic and user analytics for the relaunched EEO page to gauge its use as a central resource and identify areas for future improvement.

4. The Equitable Management Practices Initiative

This initiative is designed to embed fairness into the daily, discretionary decisions made by supervisors. By providing managers with a clear and simple guide, we can reduce perceptions of favoritism and ensure workplace policies are applied more consistently across the agency, thereby preventing employee conflicts and potential EEO complaints.

- **Action:** Develop and distribute an **"Equitable Decision-Making Guide"** for all supervisors. This one-page guide will provide a framework for handling common employee requests, prompting managers to consider operational needs, consistency, and fairness to the entire team.
- **Action:** The guide will be formally introduced to all supervisors by senior leadership during a regularly scheduled all-manager meeting and will be included as a core document in the **onboarding packet for all new supervisors**.
- **Action:** The quarterly EEO newsletter will feature a recurring **"Fairness FAQ"** section, presenting anonymized, real-world scenarios and explaining how to apply the principles from the guide in a consistent manner.
- **Measuring Effectiveness:** The primary metric for this initiative will be tracking the number of informal complaints made to EEO and Human Capital regarding perceived favoritism or inconsistent application of rules, with the goal of seeing a year-over-year reduction. The annual employee survey will also be used to measure staff perception of their direct supervisor's fairness.

[Please select below the options that apply to your agency.]

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:

1.

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

- ☒ Agency does not presently have any ERGs.
- ☒ Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee
- ☒ Agency has an active Diversity Committee/Council
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will continue to fulfill its obligation to 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 and EQUITY, INCLUSION and ANTI-RACISM

State your Agency’s general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

General Goals: To enhance community engagement, equity, and anti-racism by making our services and resources more accessible to the diverse communities of New York City. Our strategies focus on strengthening community ties and promoting fairness through proactive outreach and multilingual communication.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

[In addition to the strategic goals above, please describe in detail specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

1. Sustained Community Outreach and Engagement

This initiative will continue the agency's successful model of maintaining a strong, visible presence in communities across the five boroughs. The strategy is to consistently engage with the public through established partnerships to provide education on essential consumer and worker protections.

- **Action:** Continue to partner with a diverse range of Community-Based Organizations (CBOs) to attend and present at local events, town halls, and resource fairs.
- **Action:** Maintain a focus on educating the public on core topics such as Worker's Rights, Paid Safe & Sick Leave, and consumer scam awareness, based on community needs.
- **Action:** Continue the practice of hosting and co-hosting community resource fairs to provide New Yorkers with direct access to DCWP services and information.
- **Measuring Effectiveness:** The External Affairs division will continue to track key metrics, including the number of outreach events attended and the number of New Yorkers engaged at these events on a quarterly basis.

2. Community-Based Organization (CBO) Partnership Enhancement

This initiative focuses on strengthening the existing, successful collaborations DCWP has with CBOs citywide. The strategy is to improve the efficiency and effectiveness of our information-sharing to ensure our partners are well-equipped to serve as trusted messengers in their communities.

- **Action:** Maintain and regularly update a **comprehensive database of CBO partners** to ensure our outreach efforts are coordinated and reaching a broad spectrum of communities.

- **Action:** Establish a streamlined process for providing CBO partners with **timely, easy-to-share updates** on new legislation, agency services, and consumer alerts via a dedicated email distribution list.
- **Measuring Effectiveness:** We will track the **number of CBOs we actively partner with** each quarter. We will also solicit informal feedback from our partners to ensure our communications are relevant, timely, and effectively meeting the needs of the communities they serve.

3. Enhanced Multilingual and Digital Resource Accessibility

This initiative builds directly on the agency's current efforts to serve New Yorkers with limited English proficiency. The goal is to continue expanding both in-person language services and the availability of digital translated materials to ensure our resources are accessible to all.

- **Action:** Continue to provide presentations and materials at community events in key languages based on community needs, such as **Spanish, Bengali, and Simplified Chinese**.
- **Action:** Expand upon the current practice of offering materials in **13 additional languages upon request** by working to make these core translated documents proactively available for download on the agency website.
- **Action:** Continue to execute **digital engagement campaigns** via social media and email to raise awareness of the agency's services, with a focus on ensuring this content is also available in multiple languages.
- **Measuring Effectiveness:** We will track the **number of events where non-English languages are spoken** and the **number of translated materials distributed or downloaded** from our website. We will also monitor the reach and engagement of our digital campaigns.

[Please select below the options that apply to your agency.]

In FY 2026, 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)

☒ Expand language services for the public

VI. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies, procedures, and practices related to recruitment generally, and training hiring managers and recruiters on DEI best practices.]

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources.

Our team employs a range of proactive strategies to build and retain a diverse and inclusive workforce. We participate in career fairs and recruitment events to directly engage with underrepresented communities and promote awareness of civil service career opportunities. To expand our outreach, we regularly post vacancies to external job boards and professional organizations, including various bar associations and diversity-focused platforms. We've also enforced structured interview forms to ensure consistency, fairness, and objectivity throughout the hiring process. In addition, we support retention through career counseling services, resume support, and guidance on civil service exams, promotional pathways, and the 55-a Program. These efforts are part of our broader commitment to creating equitable hiring practices and fostering a workplace culture that values diversity and advancement for all employees.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.]

For Fiscal Year 2026, DCWP's recruitment strategy for open-competitive and promotional civil service examinations will be guided by a data-informed approach to address identified areas of underrepresentation the Attorney and Manger job groups. Our multi-channel outreach plan will include targeted recruitment at Brooklyn Law School and fostering partnerships with professional organizations, including the Metropolitan Black Bar Association, to reach a diverse pool of qualified candidates. All promotional materials will be reviewed for inclusive language and will highlight DCWP's mission to create thriving communities for all New Yorkers. Furthermore, we will ensure all recruitment efforts are fully accessible, partnering with MOPD to promote opportunities, and providing clear guidance on all exam announcements for requesting reasonable accommodations.

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$0
Brooklyn	\$0
Manhattan	\$0
Queens	\$0
Staten Island	\$0
Other (include online)	\$0

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. LinkedIn
2. Indeed
3. Peggy Browning Guild
4. Public Service Legal Careers (PSJD)
5. Post Job Free
6. Cafecito Network
7. National Lawyers Guild
8. National Employment Lawyers Association (NELA)
9. Law Crossing
10. Cornell Law School
11. Boston College Law
12. University of Chicago Law
13. Washington University Law School
14. Fordham School of Law
15. Hofstra School of Law
16. Albany Law School
17. New York Law School
18. PACE School of Law
19. Rutgers School of Law
20. Brooklyn Law
21. Touro College School of Law
22. Columbia School of Law
23. NYU School of Law

24. Cardoza School of Law
25. CUNY School of Law
26. Harvard Law School
27. Northwestern University Law School
28. University of Texas Law School
29. Vanderbilt Law School
30. UCLA Law
31. Yale Law School
32. University of Virginia Law
33. Seton Hall Law
34. Duke University School of Law
35. University of Pennsylvania Law School
36. University of Buffalo Law School
37. UConn School of Law
38. George Washington University Law School
39. Brehon Law Society
40. Haitian American Lawyers Association
41. Iranian American Bar Association
42. Muslim Bar Association
43. Long Island Hispanic Bar Association
44. Asian American Bar Association
45. New York County Bar Association
46. New Jersey Bar Association

- 47. AFL-CIO Union Lawyers Alliance
- 48. Amistad Long Island Black Bar Association
- 49. Arab American Bar Association
- 50. Association of Black Women Attorney
- 51. Brooklyn Women's Bar Association
- 52. Catholic Lawyers Guild
- 53. LGBT Bar Association

D. Internships and Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2025 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2026. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship/fellowship opportunities.]

Describe your agency plans to recruit interns for FY 2026 and provide a brief outline of how they will help support your agency's mission. How will your internship program enhance the interns' professional development?

For FY 2026, our agency plans to launch a premier legal internship program by establishing a direct partnership with Brooklyn Law School. We plan to recruit top-tier law students and post-graduate fellows through on-campus interviews, career fairs, and engagement with their Public Service Law Center. These participants will directly support DCWP's mission by providing critical legal capacity. Interns assigned to the Office of the General Counsel will assist with consumer protection cases, while those in the Office of Labor Policy & Standards will support investigations into violations of workplace laws like the Paid Safe and Sick Leave and Fair Workweek laws.

This program will be a cornerstone of our professional development efforts, offering participants substantive, hands-on experience in administrative and public interest law. Each intern and fellow will be paired with an experienced DCWP attorney for dedicated mentorship, allowing them to develop practical skills in legal research, writing, and case preparation. This initiative will create

a robust talent pipeline for the agency and provide a clear pathway for the next generation of public service lawyers.

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	18	11 Asian 3 Black 2 White 1 Hispanic/Asian	M <u>9</u> F <u>9</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	2	2 White	M <u>2</u> F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	2	2 Unknown	M <u>2</u> F__ Non-Binary __ Other __ Unknown
6. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

E. 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 4 55-a participants. [Enter '0' if none]
- There are 2 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 1 new applications for the program were received and 0 participants left the program.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresees in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

Recruitment and Education Strategies

To achieve its goals, DCWP employs several strategies aimed at both external recruitment and internal education:

Recruitment

- **Creating a Talent Pipeline:** The recruitment team actively promotes the **Partnership for Inclusive Internships (PII) program**. This creates a direct pipeline of candidates who are already certified for the 55-a program through state agencies like ACCES-VR or NYSCB.
- **Job Postings:** The agency includes **encouraging language for 55-a applicants** in all job vacancy notices for competitive civil service titles.

Education

- **For New Hires:** During onboarding, new employees receive comprehensive documents, including a **55-a program presentation, detailed information, and an FAQ page**. The program is also discussed during the new hire orientation presentation.
- **For All Staff:** A **55-a program booklet** and any updates from the NYC Department of Citywide Administrative Services (DCAS) are shared with the entire agency via a **monthly email** to ensure continuous awareness.

- ☐ 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.

VII. Selection (Hiring and Promotion)

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources, and must describe the activities and future plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

[Describe the activities and future plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

The agency's Career Counselor plays an integral role in supporting employee growth, advancement, and mobility. Key activities include one-on-one career counseling sessions, guidance on promotional opportunities, resume reviews, and support with civil service exam preparation. The Career Counselor regularly advises employees on upcoming exams, application processes, and eligibility requirements, while also connecting them to relevant training resources and professional development opportunities.

On a monthly basis, we promote the DCWP Civil Service Newsletter agency-wide, which includes civil service exam announcements, and career development resources. In addition, we host targeted civil service workshops designed to prepare employees for exams that align with their specific titles and career progression goals—helping them take the next step in their civil service careers.

Looking ahead, we plan to expand the visibility and impact of career counseling services through group workshops, targeted outreach to underrepresented staff, and collaboration with internal divisions to identify high-potential employees for development. We also intend to enhance our internal career development tools and ensure alignment with broader DEI and succession planning goals.

B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

Following a recent review of our workforce data, we identified underutilization of Black employees in managerial roles as well as a lack of diversity among attorneys in the agency. In response, we are taking a closer look at our new hire and promotional procedures, particularly for mid- and high-level discretionary positions, to ensure greater equity and representation in leadership.

Planned actions include strengthening our monitoring of the selection and appointment process to ensure it is both fair and inclusive, and ensuring wide and inclusive outreach, with a focus on external partnerships that reach diverse professional networks. As part of our long-term strategy, we are also exploring the development of formal pipelines and career pathways for students and early-career professionals—particularly through internships and fellowship opportunities—with the goal of converting successful candidates into full-time employees, including in legal and leadership roles.

These efforts are part of a broader commitment to identifying and eliminating structural barriers to employment and ensuring our workforce reflects the communities we serve at all levels.

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2026, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Be available for consultation on 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 as well as language that is age-inclusive).
- ☒ Refer hiring managers to Structured Interviewing and Unconscious Bias training.

- ☒ Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts 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 for an interview.
- ☐ 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 and/or SmartRecruiter 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? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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 2026.

- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any protected category 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).

VIII. Training

[Please refer to **Section X** 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 – Annually	~430 employees	May 1, 2026, through May 29, 2026.
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)			
3. Sexual Harassment Prevention (e-learning)	All employees – Annually	~430 employees	July 1, 2026, through July 31, 2026.
4. Sexual Harassment Prevention (classroom/live webinar)			
5. lgbTq – Power of Inclusion (e-learning)	All employees - Annually	~430 employees	February 1, 2026 through February 29, 2026.
6. lgbTq – Power of Inclusion (classroom/live webinar)			
7. Disability Awareness and Etiquette	All employees – Biannually	~430 employees	November 2, 2026, through

			November 30, 2026
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers – Annually	~150 employees	October 19, 2026, through October 23, 2026.
9. Leading with Equity: EEO & Inclusion at DCWP	Managers – Annually	~50 employees	July 1, 2026, through July 17, 2026.
10. Other (specify)			

IX. Reasonable Accommodation

[Please indicate the actions your agency takes to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, always review the City Reasonable Accommodation Procedural Guidelines.]

- ☒ 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 any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- ☒ The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.

- ☒ The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.

Provide the name and title of the Agency Head's designee⁴ : First Deputy Commissioner, Kenny Minaya

- ☐ The designee reports directly to the Agency Head.
- ☒ The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

⁴ To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.

X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

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 7 – September 1, 2025 – August 31, 2026) 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; Local Law 14 (2024): Anti-racism and Anti-racial 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 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- ☒ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026

- ☒ List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential

applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- ☒ The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

H. 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 current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ 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 second year of the training cycle, 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 single-sex facility (e.g., 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.

XI. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- ☒ The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (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 CEI an amendment letter, which shall amend the agency plan for FY 2025 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] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☒ 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 [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XII. Agency Head Affirmation and Signature

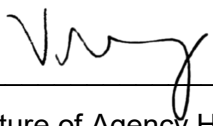
[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan ("EEO Plan") is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)⁵

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency's efforts during the previous quarter to implement the agency's EEO Plan.

Vilda Vera Mayuga

Print Name of Agency Head



Signature of Agency Head

11/25/2025

Date

⁵ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

Appendix A: Contact Information for Agency EEO Personnel and Career Counselors*

Agency EEO Office mailing address:

42 Broadway, 5th Fl
New York, NY 10004

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

NOTE: Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Margaret Mateo	mmateo@dcwp.nyc.gov	(212) 436-0338
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Nick Yuan	nyuan@dcwp.nyc.gov	(212) 436-0396
5.	ADA Coordinator	Zachary Taylor	ztaylor@dcwp.nyc.gov	(212) 436-0245

6.	Disability Rights Coordinator	Zachary Taylor	ztaylor@dcwp.nyc.gov	(212) 436-0245
7.	Disability Services Facilitator	Zachary Taylor	ztaylor@dcwp.nyc.gov	(212) 436-0245
8.	55-a Coordinator	Cynthia Medina	cmedina@dcwp.nyc.gov	(212) 436-0439
9.	EEO Investigator(s)	Zachary Taylor	ztaylor@dcwp.nyc.gov	(212) 436-0245
10.	EEO Counselor(s)			
11.	EEO Training Liaison(s)			
12.	Career Counselor(s)*	Margaret Mateo	mmateo@dcwp.nyc.gov	(212) 436-0338
13.	Other (specify)			