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BY MAIL AND EMAIL

October 18, 2019

Ethel Tyus, Esq.
Chairperson
Brooklyn Community Board No. 8
1291 St. Marks Avenue
Brooklyn, NY 11213

Re: Brooklyn Community Board No. 8
Evaluation of Sexual Harassment Prevention and Response Practices
Audit Period: January 1, 2018 to December 31, 2018
Determination: **PRELIMINARY**

Dear Chairperson Tyus:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff thus far. This letter contains the EEPC's evaluation and preliminary determinations pursuant to the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices for the period covering January 1, 2018 to December 31, 2018.

Purpose

Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective equal employment opportunity (EEO) for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed.

The Brooklyn Community Board No. 8, hereinafter simply termed "agency" or "entity," falls within the EEPC's purview under Chapter 36, Sections 830(a) and 831(a) of the Charter, to review, evaluate, and monitor the coordination and implementation of affirmative employment programs of equal employment opportunity for any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the subject matter referenced, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope

The EEPC has adopted uniform standards for auditing municipal entities¹ and minimum standards for auditing Community Boards (collectively “Standards”) to review, evaluate, and monitor entities’ employment and EEO-related practices, procedures, approaches, measures, standards, and programs. These standards are founded upon, and consistent with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination. Corrective actions prescribed are consistent with the aforementioned parameters including, but not limited to, the City of New York’s *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies 2014*, as amended (Citywide EEO Policy); the New York City Human Rights Law (New York City Administrative Code Title 8); New York State Human Rights Law (New York Executive Law, Article 15); the New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Policy and Plan Requirements

The aforementioned Standards require, at minimum, that mayoral entities distribute the Citywide EEO Policy; non-mayoral entities establish or adopt a comprehensive EEO policy; and Community Boards, which are comprised of members appointed by the respective Borough Presidents, adopt and distribute the corresponding Borough President’s EEO Policy.

Because the EEPC is authorized to review and recommend actions that each entity should consider including in its annual plan of measures and programs to provide equal employment opportunity, or Annual EEO Plan, entities are also required to incorporate the EEPC’s corrective actions in prospective Annual EEO Plans and programs.

Methodology

The EEPC communicates with EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, and 55-a Program Coordinators) and other employees identified as having involvement in EEO program administration such as the Principal Human Resources Professional and relevant Counsel.

The EEPC’s audit methodology includes review of the agency’s Annual EEO Plans and Quarterly EEO Reports; analysis of workforce and utilization data; and the collection and analysis of documents, records, and data an entity and its representatives provide in response to the Sexual Harassment Prevention and Response Preliminary Interview Questionnaires (PIQ) for Community Boards. All PIQs contain requests to attach supporting documentation for the answer options selected.

EEO Professionals designated for online interviews are assigned a three-week deadline to complete and return the PIQs. The EEPC’s PIQ(s)/requests were sent to the Brooklyn Community Board No. 8 on February 11, 2019; the completed PIQ(s) were returned on March 14, 2019. Supporting documentation was attached. Additional requests for information were made on March 18, 2019.

The following determination indicates where the Brooklyn Community Board No. 8 has or has not complied, in whole or in part, with the established Standards.

¹ Corresponding audit/analysis standards are numbered throughout the document.

Description of the Agency

Community Boards are local representative bodies. Each of the 59 Community Boards is comprised of up to 50 unsalaried members, appointed by the Borough President in consultation with the City Council Members who represent any part of the Board district. The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services. Any person with a residence, business, professional or other significant interest in a given area is eligible for appointment to the Community Board serving that area. Each Board hires a full time District Manager and other staff to run a district office that receives and works to resolve residents' service delivery problems. (Source: The Green Book 3/2019). In addition to the *Chairperson*, Brooklyn Community Board No. 8's headcount consisted of a *District Manager* and a *Community Coordinator*.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. Issuance, Distribution and Posting of EEO Policies

Determination: The agency is in partial-compliance with the standards for this subject area.

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

➤ Brooklyn Community Board No. 8 did not demonstrate that, during the period in review, it issued a Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment annually. **Corrective Action Required.**

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

➤ Brooklyn Community Board No. 8 did not demonstrate that, during the period in review, it distributed or posted the Borough President's policy(ies) pertaining to the prevention of, and response to, sexual harassment. **Corrective Action Required.**

NOTE: Subsequent to the period in review, on March 18, 2019, Brooklyn Community Board No. 8 emailed pictures to the EEPC which showed the *Equal Employment Opportunity Policy of the Brooklyn Borough President's Office, 2017* (EEO Policy) posted on a wall within the Community Board office. The *Types of Prohibited Conduct* section of the EEO Policy stated, "[t]he Policy also prohibits sexual harassment (i.e., conduct or language of a sexual nature) and harassment based on gender or any other protected characteristic...some offensive acts or remarks may violate this Policy even if they are not so severe that they violate federal, state, or local discrimination laws." Also included in the EEO Policy was a *Workplace Harassment* section, with a specific sub-section on *Sexual Harassment*. (*Equal Employment Opportunity Policy of the Brooklyn Borough President's Office, 2017* attached as Appendix - 1).

On May 30, 2018, the Office of the Brooklyn Borough President released a 2018 version of its EEO Policy which contained an updated contact list of EEO personnel. Community Board No. 8 should discontinue utilizing the 2017 EEO Policy and distribute the 2018 version.

II. Agency-wide Training

Determination: The agency is in non-compliance with the standards for this subject area.

3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

➤ Brooklyn Community Board No. 8 did not demonstrate that, during the period in review, all board employees received training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities. **Corrective Action Required.**

NOTE: Subsequent to the period in review, a certificate of completion demonstrated that on September 26, 2019, 50% of Brooklyn Community Board No. 8 employees completed the Department of Citywide Administrative Services' (DCAS) *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* computer-based training. The course objective on DCAS' *Human Capital* website stated that the training, "...will facilitate awareness of the City's prohibition on sexual harassment in its workplaces under applicable laws and the City's Equal Employment Opportunity (EEO) Policy. Participants will learn the definitions of sexual harassment, relevant legislation, prevention techniques and a procedure for filing a complaint. This course will help participants to create an environment that is free from sexual harassment."

Brooklyn Community Board No. 8 has two full time employees, one of whom is indefinitely out of the office with limited Community Board access and responsibilities.

Corrective Action #2: Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

III. Complaint and Investigation Procedures

Summary of Complaint Activity: The agency reported 0 internal and 0 external complaints were filed during the period in review.

Determination: The agency is in partial-compliance with the standards for this subject area.

4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

➤ Brooklyn Community Board No. 8 did not demonstrate that, during the period in review, it ensured that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures. **Corrective Action Required.**

NOTE: Subsequent to the period in review, on March 18, 2019, Brooklyn Community Board No. 8 posted the EEO Policy in the Community Board office where it was accessible to all employees (see

§1.2). Included in the EEO Policy was a section entitled *Procedures*, which included the subsection *Reporting Violations* that stated, "[a]nyone who believes that s/he has been subjected to any action, decision, or harassment in violation of this Policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his/her manager or supervisor or consult with the EEO officer orally or in writing. Managers and supervisors who receive EEO complaints must notify the EEO Officer. Managers and supervisors should also encourage individuals who believe that this policy has been violated to consult with an EEO Officer. Where the report is taken orally, the EEO Officer shall document the report...Any employee or job applicant should follow the same procedure if s/he believes that s/he has been sexually or otherwise harassed by an employee, paid or unpaid intern, or independent contractor of the Agency." In addition to *Reporting Violations*, the *Procedures* section also contained the following sub-sections: *Filing an Internal Complaint or Seeking Assistance*, *Meeting with the EEO Officer* (which included the subsections *Anonymous Complaints*, *Confidentiality*, and *Mediation*), *Investigation of Complaints*, *Other Places Where Complaints May Be Filed*, and *Withdrawing Complaints*.

On May 30, 2018, the Office of the Brooklyn Borough President released a 2018 version of its EEO Policy. Community Board No. 8 should discontinue utilizing the 2017 EEO Policy and distribute the 2018 version.

5. Maintain a summary of annual complaint activity.

NOTE: Brooklyn Community Board No. 8 reported no complaints during the period in review. As compliance with the standard could not be meaningfully measured during the period in review, further evaluation of this area was impractical.

IV. Responsibility for Implementation

Determination: The agency is in partial-compliance with the standards for this subject area.

6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

➤ Brooklyn Community Board No. 8 did not demonstrate that, during the period in review, it directed employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. **Corrective Action Required.**

NOTE: Subsequent to the period in review, on March 18, 2019, Brooklyn Community Board No. 8 posted the EEO Policy in the Community Board office where it was accessible to all employees (see §1.2). The EEO Policy contained an *Applicability* section that stated, "[a]ny employee or applicant who believes that s/he has been discriminated against should contact the [principal EEO Professional] for consultation and/or to file a complaint. All complaints will be handled confidentially." In addition, the *Procedures* section of the EEO Policy stated, "[a]nyone who believes that s/he has been subjected to any action, decision, or harassment in violation of this Policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his/her manager or supervisor or consult with the [principal EEO Professional] orally or in writing." The names, titles, and phone numbers of the Office of the Brooklyn Borough President's principal EEO Professional, Deputy EEO Officer, and EEO Counselor were also provided.

On May 30, 2018, the Office of the Brooklyn Borough President released a 2018 version of its EEO Policy, which contained an updated contact list of EEO personnel. Community Board No. 8 should discontinue utilizing the 2017 EEO Policy and distribute the 2018 version.

7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

➤ During the period in review, Brooklyn Community Board No. 8 did not demonstrate that they consulted and cooperated with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective Action Required**

NOTE: Subsequent to the period in review, on September 12, 2019, the Deputy EEO Officer of the Office of the Brooklyn Borough President emailed all Brooklyn Community Board No. 8 employees the following directive, "[i]t's that time of the year again to take our annual **mandatory** Sexual Harassment Prevention (SHP) Training...Attached you will find the SHP instructions which include the course link, information regarding the training mandate, completion deadline, technical and helpdesk support instructions. Once the training is complete, kindly forward your certificate to my attention immediately." Following the email, on September 26, 2019, 50% of Brooklyn Community Board No. 8 employees completed DCAS Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace computer-based training (see §II.3).

NOTE: Brooklyn Community Board No. 8 has two full time employees, one of whom is indefinitely out of the office with limited Community Board access and responsibilities.

V. **Reporting Standard for Agency Head**

Determination: The agency is required to comply with the standards for this subject area.

8. Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

FINAL ACTION: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

Summary of Corrective Actions:

The Brooklyn Community Board No. 8 has 3 required corrective action(s) at this time. This includes the aforementioned final action.



Conclusion

Pursuant to Charter Chapter 36, the Brooklyn Community Board No. 8 has the *option* to respond to this Preliminary Determination, but must respond to our Final Determination if corrective action is required. **Any response must be signed by the agency head and submitted to the EEPC's Executive Director.**

Optional Response to Preliminary Determination: If submitted, the Brooklyn Community Board No. 8's optional response to the EEPC's Executive Director should indicate, with attached documentation, what steps have been or will be taken to correct outstanding areas of non-compliance, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the Preliminary Determination.

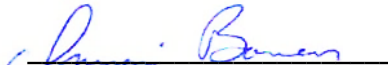
(Optional Conference) If requested, at the Optional Conference the EEPC will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Brooklyn Community Board No. 8's implementation of the prescribed corrective action(s).

(No Response Option) If the Brooklyn Community Board No. 8 does not respond to this Preliminary Determination within 14 days, it will become the EEPC's Final Determination.

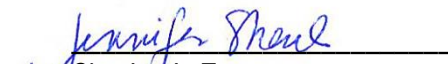
Mandatory Response to Final Determination: Following this Preliminary Determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective action(s) based on verified information submitted as part of the response to the Preliminary Determination; identify remaining corrective action(s) that require further monitoring to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Charter Chapter 36, upon receipt, the Brooklyn Community Board No. 8 must submit a response, signed by the agency head, to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,


Imani Bowen, EEO Program Analyst

Approved by,


Charise L. Terry
Executive Director

C:

Michelle George, District Manager, Brooklyn Community Board No. 8
Melody Ruiz, Chief Administration Officer and EEO Officer, Office of the Brooklyn Borough President



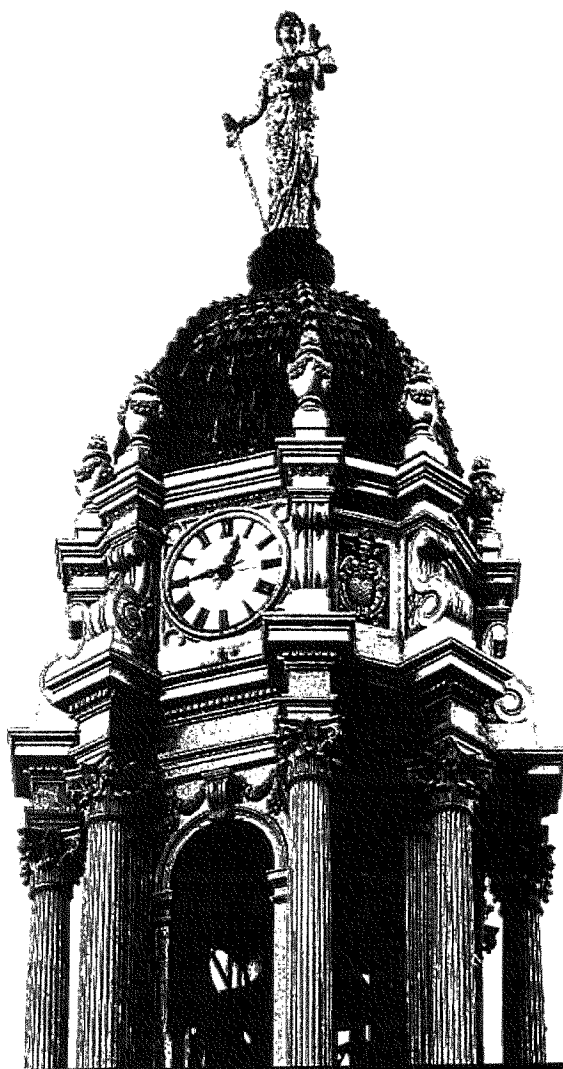
Ama Dwimoh, Esq., Special Counsel to the Borough President, Chief Compliance and EEO Officer, Office of the Brooklyn Borough President
ilacia Zuell, Manager, EEO Analysis and Audit Unit, EEPC

Appendix - 1

Brooklyn Community Board No. 8
*Equal Employment Opportunity Policy of the Brooklyn Borough
President's Office*
2017



CITY OF NEW YORK



BROOKLYN BOROUGH PRESIDENT
ERIC L. ADAMS

EQUAL EMPLOYMENT OPPORTUNITY POLICY

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**OFFICE OF THE BROOKLYN BOROUGH PRESIDENT
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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A. Equal Employment Opportunity Policy

The BP's Office is an equal opportunity employer committed to compliance with federal, state, and city laws prohibiting discrimination based on your actual or perceived membership in a protected group. Employment decisions at the BP's Office will be made on the basis of merit, fitness and quality of opportunity and without unlawful discrimination on the basis of: actual or perceived race; color; national origin; alienage or citizenship status; religion or creed; gender (including "gender identity" – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth); disability; age (18 and over); military status; prior record of arrest or conviction;¹ marital status; partnership status;² genetic information or predisposing genetic characteristic;³ sexual orientation; status as a victim or witness of domestic violence, sex offenses or stalking;⁴ and unemployment status.⁵

1. Applicability

Everyone who works or seeks employment within the BP's Office is covered by federal, state, and local employment laws, and this Policy. This includes all current employees, paid and unpaid interns,⁶ and job applicants.

This Policy not only protects individuals from prohibited conduct because of their own protected status (such as their own actual or perceived race, religion, national origin, or disability), but also protects individuals from conduct motivated by the actual or perceived race, religion, national origin, or disability, etc., of other persons with whom they are associated. For example, this Policy applies to individuals who are subjected to adverse actions because of their marriage to, or domestic partnership or association with, persons of a particular racial, religious, or national origin group, or persons who have a disability. Moreover, discrimination based on an individual's name(s) or spouse's or domestic partner's name(s) that is associated with a particular racial, religious, or national origin group is prohibited. These protections apply to actions, whether or not intentionally offensive or directed at a particular person or group, which violate this Policy.

Where discrimination is suspected, employees are encouraged to use the Agency's complaint and investigation procedures. Any person found to be engaging in discriminatory conduct or practices may be subject to discipline which may include a reprimand, suspension, probation, demotion, transfer, termination, and any other measures that may eliminate illegal or inappropriate behavior. Additionally, the BP's Office shall take steps to address the impact that any unlawful discrimination has had on the complainant. The Agency may discipline conduct that violates this Policy even if the conduct does not violate a law prohibiting discrimination.

¹ Some employment actions motivated by the reasons listed are permitted by law, such as where an employer may deny employment on the basis of an applicant's prior record of conviction, if there is a direct relationship between one or more of the applicant's criminal offenses and the specific employment sought, or where employing the applicant poses an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. (*See* Correction Law, Art. 23-A, Section 752.)

² "Partnership status" was added as a protected class under NYC's Human Rights Law on October 3, 2005.

³ The term "predisposing genetic characteristic" was adopted on August 30, 2005 to streamline the terms "genetic predisposition" and "carrier status" in the previous version of the New York State Human Rights Law

⁴ "Status as victim of sex offenses or stalking" was added as a protected class under the City Human Rights Law on December 22, 2003.

⁵ "Unemployment status" was added as a protected class under NYC's Human Rights Law on June 11, 2013.

⁶ "The prohibition of discrimination" against interns was added in the New York City's Human Rights Law on April 15, 2014

Any employee or applicant who believes that s/he has been discriminated against should contact the EEO Officer for consultation and/or to file a complaint. All complaints will be handled confidentially.

2. Types of Prohibited Conduct

Decisions and practices based on an individual's protected status (e.g., race, religion, age, and the other categories listed above) that unlawfully affect employment or the compensation, terms, conditions, or privileges of an individual's employment or potential employment with the BP's Office are prohibited by this Policy. This includes unlawful decisions, actions, and practices that occur in the course of recruitment, testing, hiring, work assignments, salary and benefits, working conditions, performance evaluations, promotions, training opportunities, career development and advancement, transfers, discipline, discharge, or any other application or selection process relating to employment.

The Policy also prohibits sexual harassment (i.e., conduct or language of a sexual nature) and harassment based on gender or any other protected characteristic. Forms of harassment may include, but are not limited to, the use of vulgar language, abusive acts or language, hostility, physical aggression, intimidation, or unequal treatment.

This Policy prohibits conduct which unreasonably interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment, or creates an abusive working environment based on any protected characteristic.

This Policy also prohibits the denial of reasonable accommodations for disabilities; pregnancy, childbirth, and related medical conditions; religious beliefs, observances, and practices; or for victims of domestic violence, sex offenses, or stalking that do not create an undue hardship (*see* Key Terms).

Some offensive acts or remarks may violate this Policy even if they are not so severe that they violate federal, state, or local discrimination laws.

This Policy also prohibits any employee from aiding, abetting, inciting, compelling, or coercing any person present in the BP's Office, whether or not that person is an employee of the BP's Office, from engaging in any conduct prohibited by this Policy, including, but not limited to, conduct that creates a hostile work environment based on any protected characteristic.

B. Specific Protections

The following sections are provided to enable individuals to understand the unique definitions, issues, rights, and responsibilities under this Policy, pertaining to sexual harassment and discrimination based on disability, religion, retaliation, and status as a victim of domestic violence, sex offenses, or stalking.

1. Hostile Work Environment

Anyone in the workplace can commit this type of harassment: a supervisor or manager; co-worker; or even a non-employee. Factors of a hostile work environment include: whether the conduct was verbal or physical or both; how frequently it was repeated; whether conduct was hostile, intimidating, abusive or offensive; whether the alleged harasser was a coworker or a manager or supervisor; whether others join in perpetrating the harassment; or whether the harassment was directed at more than one person.

2. Workplace Harassment

Harassment is any unwelcome verbal or physical conduct based actual or perceived membership in a protected group, or participation in protected EEO activity that is sufficiently offensive to alter the conditions of the victim's employment.

This standard is met when conduct: unreasonably interferes with an employee's job performance; creates an intimidating, hostile, abusive, or offensive working environment; or creates an abusive working environment based on any protected characteristic.

An example of misconduct is: a female complains about the vulgar language and jokes that routinely fill the break-room, her male co-workers tell her to, "lighten up and get used to it, because that's how the boys behave."

a. Sexual Harassment

Sexual harassment is a form of employment discrimination which is prohibited by law. The federal government created guidelines which define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when: 1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."⁷

Sexual harassment may involve individuals of the same or different gender(s). A broad range of behavior may be considered sexual harassment, including sexually suggestive remarks, pictures or gestures, verbal abuse or harassment of a sexual nature, subtle or direct propositions for sexual favors, and any unnecessary touching, patting, or pinching.

b. Prevention of Harassment

All employees and job applicants are encouraged to avoid initiating or participating in any behavior that may be misconstrued as possible harassment, including the following types of behavior:

- Verbal (unwelcome comments, yelling, offensive jokes or stories)
- Visual (offensive pictures, photos, cartoons, posters, calendars, magazines or objects)
- Physical (unwelcome touching, hugging, kissing, stroking, ogling or suggestive gestures)
- Written (unwelcome letters, notes or emails of a personal nature).

Additionally, employees are encouraged to:

- Avoid sexual, racial, ethnic, cultural, age/disability related jokes, epithets, comments, and emails
- Respect a person's wishes when s/he indicates that conduct or attention is not welcome
- Clearly inform those engaging in offensive behavior that you find it objectionable
- Report behavior that you believe qualifies as harassment

⁷ Code of Federal Regulations, Title 29, Section 1604.11.

3. Disabilities

Discrimination against a person based on that person's actual or perceived disability, record of disability, or relationship with a person with a disability is prohibited by federal, state, and local laws, and will not be tolerated by the BP's Office. For the purpose of this Policy, a disability is: 1) a physical, medical, mental, or psychological impairment; 2) a history or record of such impairment; or 3) being regarded as having such impairment.

One example of a record of such impairment is a history of cancer that is currently in remission. An example of a relationship with a person having a disability includes not only having a family member with a disability, but also having a cooperative or supportive relationship at work (such as assisting a colleague with a disability).

In addition to taking aggressive actions against discrimination towards persons with disabilities, the BP's Office will take appropriate action to encourage employment of, and promotional opportunities for, qualified applicants and employees with disabilities.

Anyone believing s/he has been discriminated against on the basis of disability should contact the EEO Officer for a consultation.

The Agency will make reasonable accommodations to qualified employees and applicants with disabilities, unless providing such accommodations creates an undue hardship. Reasonable accommodations include the provision of equipment, changes in workplace policies and practices, and other forms of assistance that allow people with disabilities to apply for a position, perform their jobs, or enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

a. 55-a Program

Section 55-a of the New York State Civil Service Law permits the Agency to convert civil service lines to non-competitive civil service positions for people who can perform the job in question as needed by the Agency, but who are certified as having a disability.

4. Religion

This Policy prohibits adverse employment actions based on a person's religion. This includes discriminatory practices and decisions, harassment, hostility, or other adverse actions because of a person's actual or perceived creed, religious affiliation, religious beliefs, observances, or practices. Additionally, depending on the circumstances, the BP's Office will try to reasonably accommodate the religious observances, beliefs, or practices of an employee or applicant, unless the accommodation creates an undue hardship.

5. Domestic Violence, Sex Offenses, or Stalking

The New York City Human Rights Law prohibits employment discrimination against persons who are victims of domestic violence, or victims of sex offenses or stalking, as defined by that law and the New York State Penal Law.

6. Anti-Retaliation Policy

It is unlawful to retaliate against or harass any person for filing an EEO discrimination complaint, seeking a reasonable accommodation for a disability or religious observance, or for cooperating in the investigation of an EEO complaint. Harassment and/or retaliation against a person who opposes or complains about prohibited conduct or participates in any way in the complaint, investigation, or reasonable accommodation processes are strictly prohibited.

Examples of behavior that are protected against retaliation under this Policy include, but are not limited to: expressing an intent to file a charge or complaint alleging prohibited conduct; participating as a witness in an EEO investigation; and/or seeking a reasonable accommodation.

Behaviors which may be considered retaliatory include, but are not limited to: threats; reprimands; negative evaluations; harassment; refusal to hire; denial of promotion or job benefits; demotion; suspension; discharge; negative references to prospective employers; or other actions affecting the terms, conditions, or privileges of employment.

Any employee who engages in such retaliation or harassment shall be subject to discipline, which may include reprimand, suspension, probation, demotion, transfer, termination, and any other measures calculated to eliminate such illegal or inappropriate behavior. The BP's Office will not tolerate any such retaliation.

If an employee or applicant for employment believes s/he is being harassed or retaliated against after consulting with the EEO Officer, filing a discrimination complaint, seeking a reasonable accommodation for a disability or religious observance, or cooperating in the investigation of a complaint, s/he is encouraged to also report this behavior to the EEO Officer for investigation and other action.

C. Procedures

1. Reporting Violations

Anyone who believes that s/he has been subjected to any action, decision, or harassment in violation of this Policy, or who witnesses others being subjected to improper conduct, is urged to promptly report the incident(s) to his/her manager or supervisor or consult with the EEO officer orally or in writing.

Managers and supervisors who receive EEO complaints must notify the EEO Officer. Managers and supervisors should also encourage individuals who believe that this policy has been violated to consult with an EEO Officer. Where the report is taken orally, the EEO Officer shall document the report.

Discrimination may include actions by an employee, paid or unpaid intern, or independent contractor of the Agency because of actual or perceived protected status. The EEO Officer will assist the employee or applicant to determine whether the issue s/he has raised is appropriate for resolution through the complaint process. Employees will not be retaliated against for consulting with the EEO Officer about a suspicion of discrimination or for filing a complaint or cooperating in an investigation. If any employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

Any employee or job applicant should follow the same procedure if s/he believes that s/he has been sexually or otherwise harassed by an employee, paid or unpaid intern, or independent contractor of the Agency.

2. Filing an Internal Complaint or Seeking Assistance

You may file an internal EEO complaint in writing or orally or receive assistance with an EEO matter by contacting either (complaint form is included in the Appendix):

Ama Dwimoh, Esq.
(718) 802-3894
(EEO Officer)

Melody Ruiz
(718) 802-4095
(Deputy EEO Officer)

Richard Bearak
(718) 802-4057
(EEO Counselor)

3. Meeting with the EEO Officer

An employee has a right to meet privately with an EEO Officer during office hours. However, the employee should obtain approval from a manager or supervisor in order to leave his/her work assignment. An employee need not disclose to the manager or supervisor the purpose for, or details of, the meeting with the EEO officer. Reasonable leave requests to meet with the EEO Officer during work hours cannot be denied by managers and supervisors. Managers and supervisors shall allow employees to meet with the EEO Officer at the earliest practicable time consistent with the operational needs of their units.

The EEO Officer will interview the person seeking assistance to determine whether the person should receive assistance in the form of counseling, whether mediation would be appropriate, whether a complaint of discrimination should be filed and investigated, or whether a formal complaint with an external administrative agency should be filed.

At the employee's request, arrangements may also be made to hold the meeting before or after office hours, or during the employee's lunch period. The EEO Officer will arrange to meet with an employee at outside premises where necessary in order to ensure confidentiality. In addition, a person needing a sign language interpreter for a meeting concerning an EEO matter may request that the EEO Officer provide one. This also applies to alternate forms of effective communication to ensure persons with disabilities have access to EEO services.

Any person who is interviewed during the course of an EEO investigation has a right to be accompanied by a representative of his or her choice, provided the EEO Officer is given advance notice, including the representative's title or position.

All employees are expected to cooperate with EEO investigations. Failure to cooperate in an investigation may result in disciplinary action. Any person who is the subject of a complaint will have an opportunity to respond in writing.

a. Anonymous Complaints

Persons who wish to discuss a problem concerning discrimination without revealing their identity may do so by telephone or in writing to the EEO Officer. In such cases the EEO Officer will provide counseling and take such follow-up action as may be appropriate and possible given the restraints of anonymity. Anonymous complainants should be aware that it might be necessary for the EEO Officer to investigate the alleged discriminatory behavior and to take or recommend action to remedy unlawful behavior on behalf of the Agency, even if the anonymous complainant wishes to withdraw his/her complaint.

b. Confidentiality

All EEO matters will be handled under the supervision of the EEO Officer, in consultation with the Counsel's Office when appropriate. The EEO Officer will treat complaints and other information provided by employees confidentially. This means that information obtained from a person who seeks the assistance of the EEO Officer will not be discussed with other personnel except as necessary to investigate and resolve a complaint.

c. Mediation

Mediation is a voluntary, informal, and confidential process that provides an opportunity for everyone involved in a complaint to come to a mutual agreement about how the complaint should be resolved, and may be declined by either party involved. The person seeking assistance may file a written request for mediation. This is an alternative that may quickly resolve complaints without a full investigation. All requests for mediation should be made to the EEO Officer (a copy of the Request for Mediation form is included in the Appendix).

When a request for mediation has been made, the EEO Officer shall attempt to help the parties resolve the matter in dispute. During this process, the EEO Officer shall consult with the person who filed the request, the person named in the request, and other persons as appropriate.

If the parties agree to a resolution of the situation and any action needed to resolve the matter has received all necessary approvals, the EEO Officer shall prepare a written report confirming the resolution. The report shall be signed by all parties, and copies shall be given to all parties.

A request for mediation may be withdrawn at any time by the person who initiated it. If this occurs, the EEO Officer shall, in writing, inform all parties involved that the request was withdrawn. Mediation may also be terminated by any party to the mediation. If this occurs, the EEO Officer shall, in writing, inform the other party or parties that the mediation has been terminated. In the event that the mediation does not result in a resolution, the EEO Officer will provide the parties with a written statement informing the parties of the complainant's right to an investigation of the allegation.

The EEO Officer may terminate the mediation process if s/he deems that efforts at mediation have been unproductive. In such event, the EEO Officer shall provide the parties with a written statement confirming the termination. The statement shall inform the person who sought mediation of their right to file a complaint of discrimination. Where efforts to mediate complaints are unsuccessful, complaints will be investigated by the EEO Counsel.

4. Investigation of Complaints

Any person may file a written or oral complaint of discrimination with the EEO Officer at any time within one year of the date of occurrence of the subject of the complaint (a copy of the Complaint of Discrimination form is included in the Appendix). Requests for reasonable accommodations are not subject to any time limitations.

The EEO Officer may also determine that another form of communication, such as a telephone call, a letter, or when a person who has a disability which precludes his/her completion of the complaint form seeks to file a complaint, should be handled as a complaint. In such event, the EEO Officer shall complete the Complaint of Discrimination form. Any person who is interviewed in the course of an investigation shall have the right to be accompanied by a representative of his/her choice.

A person who has been named as the respondent in the discrimination complaint shall receive a copy of the complaint and shall have the opportunity to respond in writing.

If the EEO Officer concludes on the basis of the investigation that a violation of anti-discrimination laws or this Policy has occurred, the EEO Officer shall recommend appropriate corrective action to the Borough President in a confidential written report.

The Borough President will review the EEO Officer's report and take any corrective action that deemed appropriate. Any person found to have engaged in conduct or practices in violation of this Policy may be subject to discipline which may include a formal reprimand, suspension, probation, demotion, transfer, termination, fine, or any other measures permitted by law, rules and regulations, and/or collective bargaining agreements. In addition to implementing such disciplinary action, the agency may take other steps necessary to address the impact that any violation of this Policy has had on the complainant or within the Agency. The EEO officer will advise all parties in writing of the outcome of the complaint.

5. Other Places Where Complaints may be Filed

Any person who believes that s/he has experienced discrimination has a right to file a formal complaint (known as an "external complaint") with several federal, state or local agencies, some of which are listed below. A person does not give up this right when s/he files a complaint with the Agency's EEO Officer. The following federal, state, and local agencies enforce laws against discrimination:

Agency Name	Address and Telephone
New York City Commission on Human Rights	40 Rector Street, 10th Floor, New York, NY 10006 (212) 306-5070 275 Livingston Street, 2nd Floor, Brooklyn, NY 11217 (718) 722-3130
New York State Division of Human Rights	163 West 125th Street, 4th Floor, New York, NY 10027 (212) 961-8650 / (212) 961-8999 (TTY) 55 Hanson Place, Room 1084, Brooklyn, NY 11217 (718) 772-2385
United States Equal Employment Opportunity Commission	New York District Office 33 Whitehall Street, 5th Floor, New York, NY 10004 (800) 669-4000 / (800) 669-6820 (TTY)
Office of Citywide EEO	1 Centre Street, 17th Floor, New York, NY 10007 (212) 669-8648

In addition to filing with the agencies listed above, a person with a complaint alleging discrimination based on disability may file with:

Agency Name	Address and Telephone
U. S. Department of Justice Disabilities Rights Section	950 Pennsylvania Avenue, N.W., Washington, DC 20530 (800) 514-0301 / (800) 514-0383 (TTY)
NYS Justice Center for the Protection of People with Special Needs	161 Delaware Avenue, Delmar, NY 12054 (518) 549-0200

Please Note: There are statutory deadlines for filing complaints with each of these agencies. The deadline in some instances is as short as 180 days. Therefore, to preserve your rights, if you believe you have been discriminated against and wish to file a complaint with an external agency, promptly contact the appropriate agency or a private attorney for further guidance. Information about how to contact these agencies as well as additional information on other agencies can be found in the New York City EEO Policy Handbook.

When a person exercises his/her right to file an external complaint based on or related to the same facts and circumstances of an internal complaint, the EEO Officer will transfer the matter to the EEO Counsel, who will be responsible for any further handling of the matter. The EEO Officer will notify the complainant and the parties who are the subject of the complaint, in writing, that the investigation by the EEO Officer has been transferred because of the filing of the external complaint. The EEO Counsel will be responsible for handling external complaints regardless of the timing of such complaints (whether filed before, at the same time, or after the internal complaint was filed). After transfer of the complaint, the EEO Officer will cooperate with the EEO Counsel with respect to the ultimate resolution of the complaint.

6. Withdrawing Complaints

A complaint of discrimination may be withdrawn at any time by the person who filed the complaint unless it is anonymous. Withdrawal of a complaint must be made or confirmed in writing. In most cases, the EEO Officer will find it appropriate to end the investigation when the complaint is withdrawn. However, prior to making the determination to end the investigation, the EEO Officer must assess whether evidence has been found which requires the Agency to take corrective action to prevent or eliminate an illegal or inappropriate situation. If there is such evidence, the EEO Officer will continue the investigation until s/he is prepared to recommend whether the agency should take corrective action. In either event, the EEO Officer shall notify the respondent in writing that the complainant has withdrawn the complaint. The EEO Officer shall also notify the parties whether the investigation has been terminated or is continuing.

D. Requests for Reasonable Accommodations

1. Introduction

The BP's Office will make reasonable accommodations when requests are made in connection with disabilities, religion, and/or to accommodate individuals who are victims of domestic violence, sex offenses, or stalking, unless providing such accommodations create undue hardship (*see* Key Terms) for the Agency. The reasonable accommodations process shall be flexible and interactive. Whether an accommodation is reasonable generally depends upon the circumstances of each situation.

Some examples of accommodations which have been found reasonable for certain employers, under certain circumstances, include: job restructuring; making facilities physically accessible to and usable by persons with disabilities; modifying work schedules; providing or modifying equipment or devices; and providing auxiliary aids and services.

The requirement to provide reasonable accommodations applies to disabilities that are known, or should have been known, to the Agency. Where the need for accommodations is not apparent, the EEO Officer or the involved manager or supervisor may ask an employee, paid or unpaid intern, or job applicant to provide documentation in support of their request. The EEO Officer shall notify individuals who request reasonable accommodations whether the request has been granted. Where a request for reasonable accommodations is impracticable, the EEO Officer will seek to implement appropriate alternative reasonable accommodations.

2. Steps for Making a Request for Reasonable Accommodations

Step 1: An employee or applicant for employment can submit a request for reasonable accommodations to a manager, supervisor or to the EEO Officer responsible for the initial consultation. If the request is made to a manager or supervisor, s/he must contact the EEO Officer. The EEO Officer will facilitate discussions, research appropriate accommodations, and assist in the resolution of the matter.

A request for reasonable accommodations may be made in writing or orally (a Reasonable Accommodation Request Form is included in the Appendix). Where the request is made orally, it shall be documented by the EEO Officer. The manager, supervisor, or EEO Officer supervising the application process shall assist applicants in completing the form where requested.

If reasonable accommodations are requested to facilitate an individual's ability to apply for employment, the EEO Officer or Agency personnel supervising the application process may be required to assist the applicant in completing the application.

Where reasonable accommodations can be readily implemented, it shall be. In more complex situations, the EEO Officer or Agency personnel supervising the application process will proceed to Step 2.

Step 2: The EEO Officer or Agency personnel supervising the application process should analyze the position to determine its purpose and essential functions (*see* Key Terms).

Step 3: The EEO Officer must contact the requestor within 10 business days of the request to confirm receipt of the request and discuss possible resolutions. At that time, the EEO Officer may request additional information to determine if an individual's impairment is a "disability" under the Americans with Disabilities Act or the Rehabilitation Act of 1973, or to determine what would be effective reasonable accommodations.

Step 4: Where the requested accommodations create an undue hardship, the EEO Officer will work with other Agency personnel to try to implement appropriate alternative reasonable accommodations. The reasonable accommodations process is flexible and interactive to ensure that the best resolution for each situation is found. The EEO Officer shall notify individuals who request reasonable accommodations whether the request has been granted. The general time frame for processing a request (and implementing the accommodation, if approved) is 30 business days from the initial request.

3. Specific Aspects of Certain Types of Requests

a. Disabilities

By law, all documentation and information concerning the medical condition or history of an individual requesting reasonable accommodations for a disability must be collected and maintained on separate forms, and in separate medical files, apart from other personal data. Such information must be treated as confidential medical records, except that managers and supervisors may be informed of necessary restrictions on work or required accommodations. Furthermore, medical information may be provided to: 1) first-aid and safety personnel, if the disability might require emergency treatment; 2) government officials investigating the Agency's compliance with applicable laws; 3) Workers' Compensation offices in accordance with Workers' Compensation Law; and 4) for insurance purposes.

b. Victims of Domestic Violence, Sex Offenses, or Stalking

An employee or applicant requesting reasonable accommodations for domestic violence, sex offenses or stalking may make such requests to his/her manager, supervisor, agency personnel supervising the application process, or directly to the EEO Officer. The EEO Officer may require a person requesting a reasonable accommodation to provide certification that the person is a victim of domestic violence, sex offenses, or stalking. The person requesting reasonable accommodations shall provide a copy of such certification to the agency within a reasonable period after the request is made. A person may satisfy the certification requirement by providing: documentation from an employee, agent, or volunteer of a victim services organization;

an attorney, member of the clergy, medical provider, or other professional service provider from whom the individual seeking a reasonable accommodation, or that individual's family or household member, has sought assistance in addressing domestic violence, sex offenses, or stalking and the effects of the violence or stalking; a police or court record; or other information consistent with the disclosure and the request for reasonable accommodations.

c. Pregnancy

An employee or applicant requesting reasonable accommodations due to pregnancy and those who suffer medical conditions related to pregnancy, childbirth, or a related medical condition may make such requests to their manager, supervisor or the EEO Officer. Such reasonable accommodations may include bathroom breaks; leave for a period of disability arising from pregnancy, childbirth, or related medical conditions; breaks to facilitate increased water intake; periodic rest for those who stand for long periods of time; and assistance with manual labor, among other things.

d. Religion

A reasonable accommodation for religion may be a change in a workplace rule or practice that allows an individual to respect his/her religious observances, beliefs, or practices. Examples of such accommodations include: flexible arrival and departure times, and/or leave; voluntary exchanges of shifts or assignments; time and/or place to pray; accommodations relating to appearance and dress; and modifying workplace practices, policies, and/or procedures.

4. Effective Communication and Other Assistance

The EEO Officer shall be responsible for ensuring effective communication between all involved parties at every stage of the reasonable accommodations process. Effective communication may require arranging for sign language interpreters, assistive listening equipment, alternative formats for people with visual impairments, or other approaches. The EEO Officer shall also be responsible for providing such other reasonable assistance requested by employees, paid and unpaid interns, and job applicants throughout the reasonable accommodations and appeals processes.

5. Confidentiality

All Agency personnel must respect employee confidentiality. All documentation and information concerning the medical condition or history of an employee requesting accommodations must be collected on forms separate from other personnel-related forms and must be maintained by the EEO Officer in separate medical files. The information shall be treated as confidential medical records, except to the extent that: 1) the EEO Officer, manager, supervisor, or first-aid and safety personnel need to be informed about work restrictions or reasonable accommodations; 2) first-aid and safety personnel need to be informed if the disability may require emergency treatment; and 3) government officials investigating compliance with law.

EEO matters may be discussed with other persons who may have information about a complaint or who are necessary to implement reasonable accommodations for disability, religion, status as victims of domestic violence, sex offenses or stalking, and pregnancy, childbirth, or a related medical condition. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter.

6. Appeals to the Agency Head

Where an employee or applicant has requested reasonable accommodations consistent with this policy and has not been provided with those accommodations, an appeal may be made to the Borough President. Within 10 business days of receipt of the appeal, the Borough President or designee shall:

- a. Obtain from the EEO Officer and review all documentation relating to the request for reasonable accommodations;
- b. Meet with the manager, supervisor, or EEO Officer and the job applicant or employee;
- c. Consult with the EEO Officer;
- d. Review the essential job functions, job-related limitations involving the job applicant's or employee's disability, and potential accommodations;
- e. Evaluate the reasonableness of the employee, paid or unpaid intern, job applicant, or manager/supervisor preferences, giving primary consideration to the employee's preferences; and
- f. Consult with the Mayor's Office for People with Disabilities.

Within 15 business days of receipt of the appeal, the Borough President shall issue a written determination on the request for reasonable accommodations, specifying what accommodations shall be provided, if any, and directing the manager or supervisor to implement such accommodations promptly. The EEO Officer shall monitor implementation of the reasonable accommodations.

7. Discrimination

This reasonable accommodations procedure is intended to ensure equal employment opportunities for employees with disabilities, but shall not impede the right of any employee to file a complaint with the EEO Officer, an appropriate federal oversight agency under the Americans with Disabilities Act, the Rehabilitation Act of 1973, the State Division of Human Rights, the New York City Commission on Human Rights, or any other federal, state, or local agency having jurisdiction over such matters, or in any court of competent jurisdiction.

8. Further Guidance

Throughout the reasonable accommodation process, employees, paid or unpaid interns, or job applicants may seek guidance by consulting with the EEO Officer, Ama Dwimoh (718) 802-3894, the Deputy EEO Officer, Melody Ruiz (718) 802-4095, the EEO Counselor, Richard Bearak (718) 802-4057 or by calling the Mayor's Office for People with Disabilities at (212) 788-2830 (voice) or (212) 788-2838 (TTY).

9. Additional Sources of Procedural Information

The Guidelines for the Implementation of the City's Discrimination Complaint Procedures may be found online at: http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_discriminationcomplaintprocedures.pdf

The City's Reasonable Accommodation Policy and Procedure may be found online at: http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_reasonableaccommodation.pdf

E. Diversity

The BP's Office promotes equal employment opportunities and diversity and inclusion by continuing effective measures or implementing new strategies and programs (i.e., preventive, corrective and risk management strategies in areas such as recruitment, training, selection, promotion, and policy dissemination standards) that prevent, diminish, or eliminate barriers to equal opportunity employment.

1. Minimum Standards

The BP's Office is committed to ensuring fair employment practices and promoting a workplace that values its employees in support of the City's diversity and inclusion strategy. This commitment holds managers, supervisors, and EEO Officers accountable for ensuring that the Agency does not discriminate against employees, paid or unpaid interns, or job applicants, and supporting the diversity and inclusion initiatives of the Agency.

The BP's Office will assess recruitment efforts to determine whether such efforts adversely impact any particular group and what recruitment sources yield a diverse pool of qualified candidates. Specifically:

- The BP's Office is committed to ensuring that appropriate diversity, inclusion, and equal opportunity employer messaging are included in job postings
- The BP's Office will ensure that the manner in which candidates are selected for employment does not have any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method. Methods which diminish adverse impact will be preferred over those with greater impact, provided that the agency's job-related aims are not compromised by using the method with a diminished impact. Examples of selection methods which may diminish adverse impact include race/ethnicity-neutral and gender-neutral questions in interview materials and assembling interview panels that reflect gender, race and ethnic diversity.
- The BP's Office is committed to ensuring that all new employees are advised of this Policy, their rights and responsibilities under it, discrimination complaint and investigation procedures, and the reasonable accommodations procedures.
- The BP's Office is committed to reviewing and retaining information, on a regular basis, about personnel actions, discretionary hiring, applicants, promotions, demotions, transfers, rates of pay, terms of compensation, and selection for training or apprenticeship as required by federal, state, and local law, and/or the City's official records retention schedule.

2. Agency Head

The Agency head will ensure that the agency does not discriminate against employees or applicants for employment as prohibited by federal, state and local laws. The Agency head will also ensure that legal, human resources, and EEO personnel, managers, and supervisors: 1) receive a copy of this Policy (including any addenda); 2) are trained in EEO laws and procedures; and 3) know how to carry out their responsibilities under this Policy.

In order to meet the Agency's obligations under this Policy and other federal, state and local laws, and to achieve the goals of the Agency's Diversity and EEO Plan, the agency head must appoint a trained EEO Officer whose responsibility it will be to implement this Policy.

F. Key Terms

- *Essential functions* are duties that are fundamental to a position including, among others, those for which the position exists, those that only a limited number of employees are available to perform, or those that cannot be delegated. Evidence of what constitutes an essential function may include, but is not limited to: the employer's judgment; written job descriptions, if any; the amount and/or proportion of time spent performing the function; the consequences of not requiring a function; the terms of a collective bargaining agreement; the work experience of the incumbents; the position exists to perform the function; a limited number of employees are available to whom the function can be assigned; whether the function is so highly specialized that it must be held by an employee selected for the ability to perform that function; and/or other relevant evidence.
- A *qualified applicant* or *employee* is an individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of a position and who, with reasonable accommodation (if needed), or without accommodation (if none is needed), can perform the essential functions of that position.
- *Reasonable accommodations* are modifications or adjustments to the application process, work environment, or to the manner or circumstances under which a position is customarily performed, that promote equal employment opportunity for an individual with a disability. Reasonable accommodations enables a qualified applicant or employee with a disability to be considered for a position or to perform its essential functions, or to enjoy benefits and privileges of employment that are equal to those enjoyed by similarly situated employees without disabilities. Accommodations are not reasonable if they impose an undue hardship on the employer.
- *Undue hardship* exists when a course of action is significantly difficult, unduly costly, extensive, substantial, or disruptive, or would fundamentally alter/change the nature or operation of the Agency's business.

Appendix

- A. Discrimination Complaint Form
- B. Request for Mediation Form
- C. Reasonable Accommodation Form

COMPLAINT OF DISCRIMINATION

DO NOT WRITE IN THIS SPACE	
COMPLAINANT	
vs.	
RESPONDENT	
CASE NO	
DATE FILED	

Please print the following information:

Name _____

Civil Service Title _____

Office Title _____

Division _____

Your Supervisor _____

What is the alleged basis of discrimination? (Check all which apply)

Age _____

Marital Status _____

Alienage or Citizenship Status _____

Military Status _____

Color _____

National Origin _____

Prior Record of Arrest or Conviction _____

Race _____

Genetic Predisposition _____

Disability _____

Religion or Creed _____

Sexual Orientation _____

Gender (Including Gender Identity) _____

Status as a Victim of Domestic Violence, Sex Offender or Stalking _____

Retaliation for filing/assisting in investigation of complaint _____

Please give name, title and division of the person(s) you believe discriminated against you.

When did the alleged discrimination occur?

Where did it happen?

Were there witnesses to the discrimination?

(If yes, please give the name, title and division where any witness is employed on the attached sheet marked confidential.)

Did you report this incident to anyone? If so, please state the name, title and division of the person to whom you reported it.

Have you filed a complaint about the alleged discrimination with any of the following City, State, or Federal agencies? If so, please state the date and number of the complaint.

New York City Commission on Human Rights

New York State Division of Human Rights

NYS Justice Center for the Protection of People with Special Needs

United States Equal Employment Opportunity Commission

United States Department of Law

United States Department of Justice Disabilities Rights Section

Office of Citywide Equal Employment Opportunity

Mayor's Office for People with Disabilities

Describe the incident that you believe constitutes unlawful discrimination. Please use extra pages if necessary.

I certify that I have read the above complaint, that it is true to the best of my knowledge, information, and belief, and that I have read the attached Policy concerning my rights to file a complaint with federal, state, or local civil rights enforcement agencies.

Complainant's Signature

Date

REQUEST FOR MEDIATION
OFFICE OF THE
BROOKLYN BOROUGH PRESIDENT

Believing that I have a valid complaint of discrimination and desiring to resolve that complaint, if possible without resorting to formal investigation, I respectfully request that the agency EEO Officer attempt to mediate my complaint in accordance with the City of New York's Discrimination Complaint Procedures and the guidelines implementing those procedures.

NAME OF COMPLAINANT OR AUTHORIZED AGENT

SIGNATURE OF COMPLAINANT OR AUTHORIZED AGENT

DATE

WITNESSED BY:

NAME OF EEO OFFICER

SIGNATURE OF EEO OFFICER

DATE

REQUEST FOR REASONABLE ACCOMMODATIONS

The Brooklyn Borough President's Office will make reasonable accommodations to qualified applicants and employees with disabilities to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment and the employment process, unless providing such accommodations would impose an undue hardship. This form shall be made available to and used by all applicants and employees requesting reasonable accommodations, in conjunction with the Agency's Reasonable Accommodations Policy and Procedure.

INSTRUCTIONS: Applicants should complete Sections I and II and submit this form to the agency staff supervising the applicant process. Current employees should complete Section I and III and submit this form to their immediate supervisors. Supervisors receiving requests for reasonable accommodations should complete Section IV, return one copy of the completed form to the applicant or employee requesting the accommodations, and immediately forward a second copy of the form to the agency's EEO Officer. The EEO Officer should complete and update Section V as appropriate. Agency supervisory staff and/or the EEO Officer shall assist applicants or employees in completing this form as requested.

Section I – This section should be completed by **both applicants and current employees.**

Name: _____

Address: _____

Telephone/Cell Phone Number: _____

Accommodations Requested (_____ additional sheets attached): _____

Section II – Complete this section **only if you are a job applicant.**

Position/Title applied for: _____

Agency or Unit (if known): _____

Location of Position (if known): _____

Job Vacancy Number (if known): _____

Section II – (for job applicants only) – continued

Part(s) of employment process for which reasonable accommodations are requested (e.g., application, examination, or interview):

Agency Contact Person (if known): _____

Date of Examination/Interview: _____

Section III – Complete this section only if you are an employee (even if you are currently on leave):

Position/Title: _____

Agency/Unit: _____

Location: _____

Supervisor: _____

Section IV – To be completed by agency staff supervising the employment application process or supervising an employee requesting reasonable accommodations.

Supervisor – Name and Title: _____

Agency/Unit: _____

Location: _____

Phone: _____

Date Request Received: _____

Supervisor's Signature: _____



COMMUNITY BOARD NO. 8

1291 ST. MARKS AVENUE • BROOKLYN, NEW YORK 11213

TEL.: (718) 467-5620 • FAX: (718) 778-2979

Ethel Tyus, Esq.
Chairperson

Robert Matthews
Chairperson Emeritus

Michelle T. George
District Manager

Eric Adams
Borough President

October 24, 2019

Ms. Charise Terry, Executive Director
NYC Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

**Re: Brooklyn Community Board 8
Evaluation of Sexual Harassment Prevention and Response Practices**

Dear Ms. Terry,

In response to the Preliminary Determination of the Evaluation of Sexual Harassment Prevention and Response Practices for Brooklyn Community Board 8, please note the following:

- Pertaining to Corrective Action #1: I have issued a memorandum reminding all employees of the District office that they should refrain from engaging in harassing behavior. Copy of memorandum attached.
- As per the requirement that all employees of the District office complete Sexual Harassment Prevention Training, please note that I will ensure that Michelle George, District Manager, who is currently out on medical leave, will complete training upon return to work.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Ethel Tyus
Chairperson

cc: Imani Bowen, EEPC
Melody Ruiz, BPs office



Sasha Neha Ahuja
Chair

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676.2724 fax

BY MAIL AND EMAIL

October 29, 2019

Ethel Tyus, Esq.
Chairperson
Brooklyn Community Board No. 8
1291 St. Marks Avenue
Brooklyn, NY 11213

Re: Resolution #2019AP/234-478-(2019)
Brooklyn Community Board No. 8
Evaluation of Sexual Harassment Prevention and Response Practices
Audit Period: January 1, 2018 to December 31, 2018
Determination: **FINAL**

Dear Chairperson Tyus:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you for the continued cooperation extended to our staff. This document serves as a follow-up evaluation and Final Determination to the following:

Preliminary Determination Issued on: October 18, 2019
Response Received: October 25, 2019

Purpose

Chapter 35, Sections 815(a)(15) and (19) of the New York City Charter (Charter) calls for agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women.

Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective EEO for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and

monitor the implementation of the corrective action prescribed. The attachment contains the EEPC's final determination regarding the audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices.

As the Brooklyn Community Board No. 8 falls within the EEPC's purview under Charter Chapter 36, Section 831(a), the EEPC is authorized to review, evaluate, and monitor the coordination and implementation of its affirmative employment programs of EEO and related practices. As indicated in our Preliminary Determination, the EEPC has adopted uniform standards¹ to this end. The purpose of this Final Determination, as authorized by Charter Chapter 36, Section 832(c), is to determine the sufficiency of the Brooklyn Community Board No. 8's actions taken or planned thus far to correct areas of non-compliance identified in the EEPC's Preliminary Determination. Further, Chapter 36, Section 832(c) requires that: (1) the EEPC assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any; and (2) the agency respond in thirty (30) days and submit a report each month during this period on the progress of efforts taken to correct outstanding areas of non-compliance.

Next Steps

The assigned compliance-monitoring period is: November 1, 2019 to December 31, 2019. Correcting all outstanding areas of non-compliance without delay is highly encouraged and will serve to shorten this period.

If corrective actions remain: Corrective actions will be listed under the *Monitoring Required* section of the attached Final Determination. The EEPC requires that the agency head submit a signed response to this Final Determination. The signed response should indicate what steps the Brooklyn Community Board No. 8 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Brooklyn Community Board No. 8 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Brooklyn Community Board No. 8 is required to submit documentation that supports the implementation of each corrective action via TeamCentral, the EEPC's Automated Compliance-Monitoring System. Instruction on how to access and navigate TeamCentral is attached.

Final Memorandum: Upon the Brooklyn Community Board No. 8's implementation of the final corrective action, if any, the EEPC requires that the Brooklyn Community Board No. 8 submit a final memorandum, signed by the agency head, that recognizes the EEPC's audit and reiterates commitment to equal employment practices. **Upon receipt of this final memorandum, the EEPC will issue a *Determination of Compliance*.**

If no corrective actions remain: In lieu of a response to this Final Determination, the Brooklyn Community Board No. 8 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Brooklyn Community Board No. 8 will be exempt from the abovementioned compliance-monitoring period.

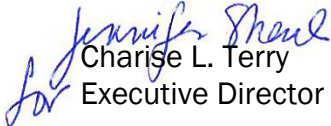
¹ The EEPC's uniform standards for auditing municipal entities and minimum standards for auditing community boards (collectively "Standards") are founded upon, and consistent with, federal, state, and local laws and regulations, and policies and procedures, including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies 2014*; New York City Human Rights Law (NYC Administrative Code 8); New York State Human Rights Law (New York Executive Law, Article 15); New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Conclusion

This is the EEPD's Final Determination. Questions regarding next steps may be addressed to Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance at jshaw@eepc.nyc.gov or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,


Charise L. Terry
Executive Director

c: Michelle George, District Manager, Brooklyn Community Board No. 8
Julia Neale, Community Coordinator, Brooklyn Community Board No. 8
Melody Ruiz, Chief Administration Officer and EEO Officer, Office of the Brooklyn Borough President
Ama Dwimoh, Esq., Special Counsel to the Borough President, Chief Compliance and EEO Officer, Office of the Brooklyn Borough President

FINAL DETERMINATION

A response indicating progress of Brooklyn Community Board No. 8's efforts to correct outstanding areas of non-compliance, with supporting documentation, is due within 30 days.

The Equal Employment Practices Commission's findings and corrective actions required to remedy areas of non-compliance are based on the audit methodology, which included collection and analysis of the documents, records, and data provided; the EEPC's *Preliminary Interview Questionnaires* (PIQs) for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*; the *EEPC Supervisor/Manager Survey*; the *Annual EEO Plans* and *Quarterly EEO Reports* of the audited entity; and workforce data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the optional response² (if applicable) to the EEPC's Preliminary Determination, our Final Determination is as follows:

Agree

Regarding your responses to the following EEPC required corrective actions, we *Agree* based on documentation that is attached to your response.

Corrective Action #1:

Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

Agency Response:

"Pertaining to Corrective Action #1: I [Chairperson] have issued a memorandum reminding all employees of the District office that they should refraining from engaging in harassing behavior. Copy of memorandum attached." Brooklyn Community Board No. 8 provided an October 24, 2019 memorandum entitled, Sexual Harassment Prevention Policy that stated, "As Chairperson of Brooklyn Community Board No. 8, I kindly remind all employees of the CB 8 District Office to engage in behavior in keeping with the policies of the Equal Employment Opportunity Commission and EEO Practices. This includes not engaging in behavior that could be seen as violating Sexual Harassment Prevention Policies. If you have any questions regarding any of these policies or practices, please refer to the EEO Handbook available in the District office and online or contact me directly. Also, please note that any complaints can be filed confidentially with myself [Chairperson email] or [Chairperson phone number] or with [name], Chief Administration Officer and EEO Officer at the Borough President's office, who can be reached at [phone number]."

EEPC Response:

The EEPC accepts the agency's response and documentation provided as confirmation that corrective action #1 has been implemented.

Corrective Action #2:

Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

² Excerpts are italicized.



Agency Response:

"As per the requirement that all employees of the District office complete Sexual Harassment Prevention Training, please note that I will ensure that [name], District Manager, who is currently out on [indefinite leave], will complete training upon return to work."

EEPC Response:

The EEPC accepts the agency's response and documentation provided as confirmation that corrective action #2 has been implemented. The EEPC reminds Brooklyn Community Board No. 8 that it should provide the EEPC with documentation demonstrating completion of sexual harassment training for its employee once they return from indefinite leave.

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period.

FINAL ACTION:

Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

The EEPC thanks you and your staff for your continued cooperation.



**RESOLUTION NO.
2019AP/234-478-(2019)
Brooklyn Community Board No. 8
Chairperson Ethel Tyus, Esq.
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL**

SYNOPSIS

Corrective Action(s):	Total: 2		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	October 18, 2019	Response Received	October 25, 2019
Final Determination Issued:	October 29, 2019	Response Due	November 29, 2019
Compliance-Monitoring:	Required	November 1, 2019 to December 31, 2019	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 18, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on October 29, 2019, which indicated that no areas required corrective action; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2019 to December 31, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and


Whereas, in accordance with Charter Chapter 36, Section 832(c), on October 29, 2019, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,

Be It Resolved, that pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the EEPC approves the issuance of this Final Determination to Chairperson Ethel Tyus, Esq. to assign compliance-monitoring.


Approved unanimously on October 31, 2019.



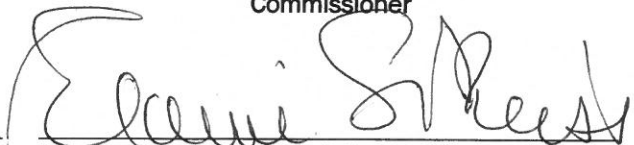
 Angela Cabrera
 Commissioner



 Malini Cadambi Daniel
 Commissioner



 Arva R. Rice
 Commissioner



 Elaine S. Reiss, Esq.
 Commissioner



 Sasha Neha Ahuja
 Chair

Memo

TO: All Employees
FROM: Equal Employment Practices Commission
DATE: 10/30/2019
RE: Sexual Harassment Prevention and Response Practices
Brooklyn Community Board No. 8

The New York City Charter requires the Equal Employment Practices Commission (EEPC) to conduct an audit once every four years to ensure each City agency or municipal entity (collectively “agency”) complies with federal, state, and local laws and regulations, and policies and procedures that increase equal opportunity for employees and applicants.

The EEPC recently concluded an audit and evaluation of the Brooklyn Community Board No. 8’s practices and procedures for compliance with city, state, and federal equal employment opportunity laws and regulations, and identified enhancement by means of the following:

- Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
- Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

Through successful completion of the EEPC’s audit, evaluation, and monitoring processes and the aforementioned enhancements Chairperson Tyus reaffirms the commitment to ensuring that the Brooklyn Community Board No. 8 ’s employment practices encourage and maintain a workplace free from unlawful discrimination and sexual harassment, and that all employees are aware of their rights and obligations under the agency’s equal employment opportunity policies.

**RESOLUTION NO.
 2019AP/236-478-(2019)C41
 Brooklyn Community Board No. 8
 Chairperson Ethel Tyus, Esq.
 Sexual Harassment Prevention and Response Practices
 DETERMINATION: COMPLIANCE**

SYNOPSIS

Corrective Action(s)	Total: 2		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	October 18, 2019	Response Received	October 25, 2019
Final Determination Issued	October 29, 2019	Response Received	November 22, 2019
Compliance-Monitoring	Required	November 1, 2019 to December 31, 2019 without extension	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 18, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on October 29, 2019, which indicated that no areas required corrective action; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2019 to December 31, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on November 22, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 8 was monitored until November 22, 2019; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated November 20, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 8's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 8 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Ethel Tyus of the Brooklyn Community Board No. 8.


Approved unanimously on December 19, 2019.



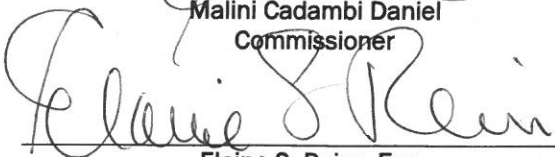
Angela Cabrera
Commissioner



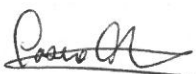
Malini Cadambi Daniel
Commissioner



Arva R. Rice
Commissioner



Elaine S. Reiss, Esq.
Commissioner



Sasha Neha Ahuja
Chair



Sasha Neha Ahuja
Chair

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY MAIL AND EMAIL

December 19, 2019

Ethel Tyus, Esq.
Chairperson
Brooklyn Community Board No. 8
1291 St. Marks Avenue
Brooklyn, NY 11213

Re: Resolution #2019AP/236-478-(2019)C41
DETERMINATION: Compliance

Dear Chairperson Tyus:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women, the EEPC's Board of Commissioners has approved the attached Determination.

Thank you and District Manager Michelle George for the cooperation extended to the EEPC during the course of our review, evaluation, and monitoring of your agency's employment and EEO-related practices.

Sincerely,

A handwritten signature in black ink that reads "Malini Cadambi Daniel". The signature is written in a cursive style.

Malini Cadambi Daniel
Commissioner

C:

Michelle George, District Manager, Brooklyn Community Board No. 8
Julia Neale, Community Coordinator, Brooklyn Community Board No. 8
Melody Ruiz, Chief Administration Officer and EEO Officer, Office of the Brooklyn Borough President
Ama Dwimoh, Esq., Special Counsel to the Borough President, Chief Compliance and EEO Officer, Office of the Brooklyn Borough President

This

Determination of Compliance

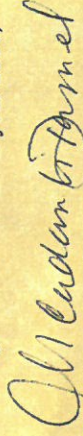
is hereby issued to

Brooklyn Community Board No. 8

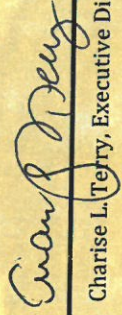
for successful implementation of 2 of 2 required corrective action(s),
thereby achieving compliance with the Equal Employment Practices Commission's
Sexual Harassment Prevention and Response Practices
from January 1, 2018 to this date.

In care of Chairperson Ethel Tyus, Esq.
and District Manager Michelle George

On this 19th day of December in the year 2019,



Maljhi Cadambi Daniel, Commissioner



Charise L. Terry, Executive Director