

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

Fiscal Year 2023

New York City Police Pension Fund



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I. Commitment and Accountability Statement by the Agency Head

EXECUTIVE DIRECTOR'S POLICY STATEMENT

The following Policy is the New York City's Equal Employment Opportunity (EEO) Policy. This Policy reflects the federal, state, and local laws that prohibit discrimination in employment. The New York City Police Pension Fund (NYCPPF) will follow and implement this policy with my strong commitment to preventing discrimination by ensuring that all of our employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by our agency are aware of their rights and obligations under this policy, and in providing a work environment that respects and values our differences.

As Executive Director, I want to make clear to every manager, supervisor, and employee of our agency that the NYCPPF remains firmly committed to recruitment, development, and retention of a diverse and inclusive workforce reflective of our City's population. It is incumbent upon every employee of this agency to make the same commitment to celebrate diversity and comply with the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the EEO Policy, promote a work environment that is fair and safe, and values equity, inclusion, and respect for all employees.

The NYC EEO Policy provides that all employment decisions be made on the basis of equal opportunity and not on the basis of: **actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including sexual harassment, pregnancy, and 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, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status, consumer credit history, familial status, salary history and sexual and reproductive health decisions.**

I strongly urge all employees to become familiar with the NYC EEO Policy and procedures and to access the resources available within the NYCPPF to address any concerns you may have. No employee of this agency should tolerate discriminatory treatment, harassment, or retaliation for reporting practices that violate this Policy. The agency's EEO Policy is one of our highest priorities and has my full support. The agency will disseminate the EEO Policy statement and 55a Program description on our communication boards including the NYCPPF DocuShare Intranet, and a hard copy is available in common areas of the facility.

In accordance with the New York City Human Rights Law, the NYCPPF provides reasonable accommodations for employees' pregnancy, childbirth, and related medical conditions, including accommodations for lactation to employees who express milk during work hours. The NYCPPF will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Please refer to Policy Number HR-0019 on DocuShare for more information.

The agency EEO Officer, an immediate supervisor, or the Human Resources Director should be contacted with any questions, inquiries, concerns, or complaints you may have regarding your EEO rights and any allegation of violation of the EEO Policy. The agency EEO Officer, Alana Bassit (212-693-5126, abassit@nycppf.org) will serve as a resource for agency managers and supervisors. Our EEO Counselor is Wen Song Wang (212-693-5617, wwang@nycppf.org). The

agency EEO Officer's contact information is prominently available to all employees and both EEO contacts serve as our Disability Rights Coordinators.

The agency is committed to maintaining a workplace free from all forms of harassment and discrimination prohibited by the City's EEO Policy. The following federal, state, and local agencies enforce laws against discrimination: The New York City Commission of Human Rights, the New York State Division of Human Rights, the United States Equal Employment Opportunity Commission (EEOC), and the Department of Justice. Information about how to contact these agencies can be found on the DCAS website at <https://www1.nyc.gov/site/dcas/agencies/equity-and-inclusion-resources.page>. Please note that there are statutory deadlines for filing complaints with each of these agencies. All complaints will be treated confidentially, promptly investigated, and employees who are found to have violated our EEO Policy are subject to discipline, up to and including termination.

☒ This statement is the same as last year.

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

II. Recognition and Accomplishments

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

1. Leadership sets the tone and expectation of what is tolerated and ensures accountability is taken.
2. Continuously roll-out annual and biennial trainings for all employees to promote awareness of EEO. In FY 2022, the following trainings were rolled out:
 - 100% Compliance on citywide mandatory trainings, including Sexual Harassment Prevention (e-learning) and Everybody Matters: EEO and Diversity & Inclusion Training
 - LGBTQ: The Power of Inclusion – 21 staff were trained
3. Adopted a policy that the EEO Officer will be involved in the recruitment process including the selection process.
4. Established an agency-wide atmosphere of diversity and inclusion by recognizing key months/dates that relate to promoting diversity and inclusion.
5. All EEO-related literature is posted on the agency intranet, bulletin boards and common areas in the facility.

III. Workforce Review and Analysis

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

Total Headcount: 142

1. In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:
 - ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
 - ☐ Agency's intranet site
 - ☒ On-boarding of new employees
 - ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
 - ☒ In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.
2. ☒ The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (Chief of Staff)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

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

❖ Workforce:

- The NYCPPF is committed to recruiting, developing, and retaining a diverse and inclusive workforce which resembles that of the NYC community.

❖ Workplace:

- The NYCPPF adheres to a workplace that values diversity and inclusion and acknowledges that our employees are our greatest asset.

❖ Community:

- Incorporating our Workforce and Workplace initiatives will help promote an inclusive customer service practice that will spill over to our members and as a result, the community at large resulting in better service.

❖ Equity, Inclusion and Race Relations Initiatives:

- The NYCPPF sends agency wide emails to recognize key months/dates that relate to promoting diversity such as Black History Month, Women's History Month, Martin Luther King Jr. Day, Veteran's Day, Pride Month, and Hispanic American Heritage Month. In addition, the agency embarks in the Equity and Race Relations Initiatives from DCAS and the Mayor's Office such as CityTalk Panel Discussions, which are disseminated to all staff as part of our special initiatives to enhance equity.

2. Planned Programs, Initiatives, Actions

The agency ensures that there will be a diverse applicant pool for the anticipated vacancies where job postings are posted on multiple platforms, encourages employees to take promotional civil service examinations, and uses the quarterly workforce dashboard to identify specific job groups where underutilization exists to guide recruitment efforts to build an inclusive and sustainable pipeline across all levels.

In addition, the agency implemented several surveys including, the Exit WISE survey for managers, the Citywide Onboarding survey and the Climate survey that values differences that each of our unique employees bring to work and maintaining focus on retaining talent across all levels. And lastly, the agency continues to promote diversity and EEO community outreach by participating with minority and women own business enterprises (M/WBE's).

A. Workforce

Specific actions and initiatives planned with respect to the Workforce are:

- Job postings are posted on multiple platforms such as Indeed, NYC Careers, and internally within the agency's intranet and bulletin boards. Some positions are posted on LinkedIn. DCAS' civil service lists are also used to fill vacancies within the agency.
- Email blasts of scheduled open examinations available for filing are sent on a monthly basis to employees.
- Initiate pick-up and transfers using DP-72 for employees who receive a notice of hiring pool.
- Targeted emails are sent to employees permanently serving in underlying titles to apply for promotional civil service examinations.
- The agency analyzes and interprets the workforce reports to guide recruitment efforts based on the results of those reports.

The agency analyzes the quarterly workforce report and dashboard to identify specific job groups where underutilization exists. When underutilization has been identified of a certain sex or race within a specific job group (e.g., Underutilization imbalance indicated for the Technical Job Group for the White Demographic ethnic group in Quarter 4, which is not a minority group where underutilization exists), the final candidate selection process takes into account the demographic pool of candidates available. Note that targeted recruitment is non-existent when using civil service lists, which is the primary method of how vacancies are filled.

The agency also encourages employees to take promotional civil service exams by informing staff on a monthly basis of the upcoming civil service examinations open for filing. Further, the EEO Officer serves as the Career Counselor for the agency and provides personal and professional development of employees by emailing the seasonal DCAS Citywide Training Catalog and meeting one-on-one with employees who express interest in pursuing a career with City government.

B. Workplace

Along with conducting several Citywide surveys as aforementioned, the agency advises staff about modeling inclusive language in their email signature such as using their preferred pronouns and celebrating heritage months to recognize key months/dates that relate to promoting diversity and inclusion.

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

List below the names of existing ERGs:

1. N/A

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

- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

The NYCPPF is an eHire agency, and therefore, all vacancies are posted on NYC Careers and Indeed. Some harder-to-fill titles are posted on LinkedIn when looking for candidates with a specific skillset. All job postings include an up-to-date diversity, inclusion and equal opportunity employer messaging tagline. On eHire, all interviews are scheduled and an interview evaluation is completed for all candidates. Recruitment efforts are assessed by reviewing the CEEDS underutilization report on a quarterly basis to determine whether such efforts adversely impact any particular group. In addition, all hiring managers and recruiters

have taken Structured Interviewing and Unconscious Bias training and Everybody Matters: EEO and Diversity & Inclusion Training.

B. Recruitment Sources

1. Internal Job Postings on Agency Intranet and Email blasts
2. NYC Careers
3. Indeed
4. LinkedIn
5. Citywide Hiring Pools/Civil Service Lists

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	1	White	M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

D. 55-a Program

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

- Presently, the agency employs 1 [number] 55-a participants.
- There are 0 [number] participants who have been in the program less than 2 years.

- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] N/A.

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

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

There has not been any new initiatives to hire new 55-a participants. The agency uses the 55-a Program and currently has one participating employee.

The agency prominently displays the 55-a program brochure in agency common areas and on the agency intranet. Also, all new hires are given information about the 55-a program and advised to pass the information along to friends and family.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The agency Career Counselor promotes advancement by sending agency wide notifications of opportunities for promotion/transfer within the agency, the DCAS monthly civil service exam schedule, a DCAS seasonal training catalog, and explains the civil service process to new hires and what it means to become a permanent civil servant. Employees who would like to develop their career paths are able to schedule a session with the Career Counselor as well.

B. New Hires and Promotions

All vacancies, including senior level positions, are posted on eHire, as required by PSB 200-12, as well as the agency's intranet. All hiring managers are scheduled for Structured Interviewing and Unconscious Bias training on a biennial basis and all interviews are conducted following the principals of this training. The selection and appointment process is based solely on the responses to the structured interviewing questions which are EEO-compliant and job related. The EEO Officer compares the demographics of current employees to the placements especially within specific job groups utilizing the CEEDS report.

C. EEO Role in Hiring and Selection Process

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

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.

- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	142	All employees have been trained for this cycle. Next projected rollout date is 3/2024.
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	142	1/2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	142	3/2023
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers and Supervisors	40	11/2022
9. Other (specify)			

VIII. Reasonable Accommodation

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _Sal Locascio, Chief of Staff_____
- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

Because of the low to non-existent quantity of EEO complaints and reasonable accommodation requests, the statistics with regards to volume, trends, and speed of disposition are not analyzed. The NYCPPF will adhere to DCAS' appeal process timeframe for processing requests and providing reasonable accommodations.

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

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

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

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

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

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

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

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

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

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

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

X. Audits and Corrective Measures

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

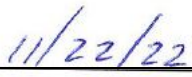
XI. Agency Head Signature

Kevin Holloran
Executive Director
New York City Police Pension Fund

Print Name of Agency Head



Signature of Agency Head



Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Alana Bassit	ABassit@nycppf.org	212-693-5126
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Latonia Harris	LHarris@nycppf.org	212-693-5068
5.	ADA Coordinator	Michael Ragone	MRagone@nycppf.org	212-693-5127
6.	Disability Rights Coordinator	Alana Bassit, Wen Song Wang		
7.	Disability Services Facilitator	Michael Ragone	MRagone@nycppf.org	212-693-5127
8.	55-a Coordinator	Michael Ragone	MRagone@nycppf.org	212-693-5127
9.	EEO Investigator(s)	Alana Bassit, Wen Song Wang		
10.	Career Counselor(s)	Alana Bassit	ABassit@nycppf.org	212-693-5126
11.	EEO Training Liaison(s)	Alana Bassit	ABassit@nycppf.org	212-693-5126
12.	EEO Counselor(s)	Wen Song Wang	WWang@nycppf.org	212-693-5617

Appendix B: 2020 Climate Survey Action Plan

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

➤ Planned actions, initiatives, programs, or policies:

- The agency will circulate a biennial agency wide email including EEO resources, including the revised EEO Policy.
- The EEO Complaint Process at-a-glance has been posted on agency bulletin boards and the agency intranet to ensure that employees are aware of this procedure.

➤ Intended reach

- All staff, including, senior executives, managers, front-line staff, and interns.

➤ Who will be responsible for implementing the action?

- The EEO Officer.

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

➤ Planned actions, initiatives, programs, or policies:

- Collaborate with the agency's Human Resources Office and senior Executive Staff to maintain agency-wide presence and draw positive awareness of the EEO Office.
- Ensure the EEO Office uses inclusive and multi-channel communication strategies, including new hires onboarding, bulletin boards, and the intranet.

➤ Intended reach

- All staff, including, senior executives, managers, front-line staff, and interns.

➤ Who will be responsible for implementing the action?

- The EEO Officer.

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

➤ Planned actions, initiatives, programs, or policies:

- Circulate the DCAS Complaint Process at-a-Glance infographic to employees on multiple platforms, including the intranet and bulletin boards.
- Provide consistent and frequent communications to involved parties during the investigation process.

- Continue to streamline and standardize the EEO complaint process in accordance with EEO Complaint Guidelines and DCAS' Citywide Equity and inclusion best practices to ensure employees are/remain aware of this process.
 - **Intended reach**
 - All staff, including, senior executives, managers, front-line staff, and interns.
 - **Who will be responsible for implementing the action?**
 - The EEO Officer.
- 4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
- **Planned actions, initiatives, programs, or policies:**
 - The workforce is current and compliant with all mandatory EEO and D&I trainings.
 - **Intended reach**
 - All staff, including, senior executives, managers, front-line staff, and interns.
 - **Who will be responsible for implementing the action?**
 - The EEO Training Liaison.
- 5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
- **Planned actions, initiatives, programs, or policies:**
 - Managers and supervisors are current and compliant with all mandatory EEO and D&I trainings and understand their role about reporting EEO violations to the EEO Officer.
 - The Commitment and Accountability Statement by the Agency Head indicates where an employee should go if they have any questions, inquiries, concerns, or complaints they may have regarding their EEO rights and any allegation of violation of the EEO Policy and that the EEO Officer will serve as a resource for managers and supervisors.
 - **Intended reach**
 - Managers and supervisors.
 - **Who will be responsible for implementing the action?**
 - The EEO Training Liaison.

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

➤ **Planned actions, initiatives, programs, or policies:**

- Managers and supervisors are current and compliant with all mandatory EEO and D&I trainings and understand their role about where to direct employees who may want to discuss an EEO complaint.
- The Commitment and Accountability Statement by the Agency Head indicates where an employee should go if they have any questions, inquiries, concerns, or complaints they may have regarding their EEO rights and any allegation of violation of the EEO Policy and that the EEO Officer will serve as a resource for managers and supervisors.
- Posters of the EEO Officers' name and contact information are prominently displayed in common areas throughout the facility.

➤ **Intended reach**

- Managers and supervisors.

➤ **Who will be responsible for implementing the action?**

- The EEO Officer and the EEO Training Liaison.