

AUG 30 2011 4:11:47



COMMISSION ON HUMAN RIGHTS
40 RECTOR STREET, NEW YORK, NY 10006
Dial 311 www.nyc.gov
PATRICIA L. GATLING
Commissioner and Chair

TO: All Staff
FROM: Patricia Gatling, Commissioner/Chair
RE: Equal Employment Practices Commission Audit
DATE: August 9, 2011

The Equal Employment Practices Commission (EEOC) conducted an audit of the Commission on Human Rights, which covered a thirty-six month period, and commenced on January 1, 2006.

The EEOC made several recommendations to fortify the Commission's EEO practices. Some of those recommendations include:

- ensuring that procedural steps for complaint resolution are followed;
- having supervisors and managers hold meetings with staff emphasizing the agency's commitment to EEO policies and to reaffirm the right of each employee to file a discrimination complaint with the EEO Office;
- updating the agency's organizational chart to include the EEO Officer and reflect that the Officer reports directly to the agency head; and
- continuing to disseminate written notification of the identity, location, and telephone number of the agency's EEO Officer, Counselors, and Disability Coordinator.

The Commission reaffirms its strong commitment to maintaining fair employment practices for all employees and job applicants. The Commission is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy by encouraging a work environment free of intolerance and by respecting differences and diversity among employees.

I encourage all employees to access the resources available within CCHR and to address any concerns you may have with Emile St. Cyr, CCHR's EEO Officer, at 212-306-7587.