




OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

TO: Brooklyn Borough President Office Employees  
Community Boards: 1, 2, 3, 4, 5, 7, 8, 12, 13, 15, 16, 17 and 18

FROM: Marty Markowitz 

SUBJECT: Equal Employment Practices Commission (EEPC)

DATE: May 25, 2007

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As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all of our employees and job applicants. I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of this office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

In September 2006, the Equal Employment Practices Commission (Commission) began conducting an audit of this agency's Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006. At the conclusion of the audit, the Commission recommended the following actions that this office has included into its program.

**EEO and Reasonable Accommodations for Persons with Disabilities:**

○ **Recommendation:** The Brooklyn Borough President's Office should appoint a Disability Rights Coordinator. **Steps to Comply:** The Brooklyn Borough President sent a memo to staff informing them that Sandra, EEO Officer, is their Disability Rights Coordinator.

**EEO Complaint and Investigation Procedures**

○ **Recommendation:** The head of the Brooklyn Borough President's Office should sign-off on the "Confidential Written Report." **Steps to Comply:** The Agency head will sign all future confidential reports, which contain the agency's findings and recommendations.