

**To:** All SBS Staff & Interns & On-Site Consultants (SBS)  
**Subject:** New York City Equal Employment Practices Commission

The Department of Small Business Services was recently audited by the New York City Equal Employment Practices Commission (EEPC) in accordance with Chapter 36, Section 831(d)(5) of the New York City Charter. The Charter authorizes the EEPC to audit and evaluate the employment practices and procedures of City agencies regarding their efforts to ensure equal employment opportunity for all employees and applicants seeking employment. I am pleased to inform you that EEPC found SBS to be in compliance with the majority of the standards used to evaluate a City agency's Discrimination Complaint and Investigation Procedures. In the areas where the agency was found to be in partial compliance, we took immediate corrective action to place the agency in full compliance with that standard.

Modifications that were made to the agency's discrimination complaint and investigation procedures are available for your review on WOMT. These specific policy amendments include the following:

- The agency's complaint procedures indicate that a respondent will be served with a notice of the complaint that includes the respondent's right to respond to the allegations. The procedures now make clear that documentation regarding the service of this notice will be maintained in the complaint file.
- When a complaint of discrimination is withdrawn or resolved by agreement of the parties, a written confirmation of the withdrawal or resolution will be maintained in the complaint file.
- The complaint procedures were amended to specify that a confidential written report will be issued within 90 days of the date the discrimination complaint was filed.

At SBS, we recognize that the people of our agency are our greatest asset. We are committed to the recruitment, development, and retention of a diverse and inclusive workforce reflective of our City's population. I've asked that my leadership team embrace and support these principles and promote a work environment that values equity, inclusion, and respect for all. I encourage employees to familiarize themselves with our EEO resources that are readily accessible on WOMT and ensure that you are informed of your rights and obligations under EEO policy.

You may contact the agency's EEO Officer Nancy Gannie, extension 8727 or via email at [ngannie@sbs.nyc.gov](mailto:ngannie@sbs.nyc.gov) to discuss any EEO-related concerns you may have.

Thank you,  
Maria