



sanitation

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Commissioner

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TO: All Employees

FROM: Kathryn Garcia

RE: DSNY Equality of Opportunity, Diversity and Inclusion

The Department of Sanitation is committed to the *Citywide Equal Employment Opportunity Policy*.

We strive to create a work environment which is inclusive of all people and one which appreciates the uniqueness of our workforce and our great City. By doing these things we enhance our operational success. As an agency, we strive to ensure that all members of our *DSNY Family* are recognized, respected and valued. It is our goal to use, not only the things we have in common but also our differences, in a way which will empower and strengthen our entire Department.

This Department has a dedicated EEO Office which works hard to promote a respectful and fair workplace. It is the mission of our EEO Office to ensure that not only are all employees aware of their rights but are also well informed about their responsibilities with regard to equality of opportunity. Our management and supervisory staff are trained and expected to prevent any member of our considerable workforce from feeling like outsiders. Each and every member of our *Family*, without considering an individual's title, position, or rank, is required to fully cooperate with the Department's EEO/Diversity/Inclusion Program. Every member is held accountable.

DSNY has had outstanding accomplishments over the years and continues to develop and explore innovative ways to employ a model workforce dedicated to the challenge of keeping the City of New York clean, healthy and safe. We have an organization inclusive and representative of all of New York's diverse population; we have opened the door, since 1986, for females to successfully join and make their way up through the uniformed ranks of what was once a non-traditional job for women; we employ qualified individuals with disabilities who hold significant positions through the City's 55-a Program and perform important services within DSNY; and we have welcomed thousands of participants who have joined our *Family* temporarily to serve the Department in our Welfare to Work Programs.

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I want to remind all DSNY employees of the following important EEO resources available to them:

- The DSNY EEO Office is located at 137 Centre Street, Room 505, N.Y., N.Y. 10013. Every employee is entitled to speak with an EEO professional should they have a concern which they may think is an EEO issue. Director Teresa Neal and her staff are available by telephone at 212-437-4212, 13, 14, by Fax at 212- 219-5010, and through E-mail at tneal@dsny.nyc.gov.
- The DSNY Career Counselor at Human Resources, 346 Broadway, 10th Floor, N.Y., N.Y. 10013. Classification Officer Sandra Vega is available to assist employees with questions on civil service career paths and promotional exams. She is also a resource familiar with the citywide training programs. She can be reached at 646-885-0925 or svega@dsny.nyc.gov
- All DSNY Managers and Supervisors have received specialized training in how to immediately and appropriately respond to EEO situations. Employees are encouraged to reach out to their managers and supervisors and/or at any time may reach out to the EEO Office directly.

The *DSNY Family* needs all its members to work together. By doing so we'll maintain equality of opportunity, an appreciation of our diversity and an inclusiveness of every individual. These things have been and will continue to be our strengths in serving the citizens of New York.

After all, we are the City's *Strongest!*