



## New York City Housing Authority Equal Employment Opportunity Policy Statement

It is the policy of the New York City Housing Authority ("NYCHA") to provide equal employment opportunities for all qualified applicants and personnel without regard to:

- Race
- Religion
- National Origin
- Age
- Disability
- Predisposing Genetic Characteristics
- Gender (including Sexual Harassment, Pregnancy and Gender Identity)
- Prior Arrest or Conviction
- Unemployment Status
- Color
- Alienage or Citizenship Status
- Marital Status
- Partnership Status
- Military Status
- Sexual Orientation
- Status as a Victim of Domestic Violence, Sexual Assault, Dating Violence or Stalking
- Caregiver Status \*

In addition to those persons who fall within the above listed protected groups, employees who are “perceived” to be within one of the above listed protected groups, or employees who have a known relationship or association with someone who is, or is “perceived” to be, within one of the protected groups are also protected. Discrimination is prohibited both in the actual workplace and in any location that can be reasonably regarded as an extension of the workplace, such as an off-site NYCHA sanctioned social function.

This policy applies to all terms and conditions of employment, including, but not limited to:

- recruitment
- testing
- hiring
- work assignments
- salary and benefits
- performance evaluations
- promotions
- training opportunities
- transfers
- discipline
- discharge
- working conditions

This policy also prohibits discriminatory harassment based on any of the above listed protected groups.

Reasonable accommodations are afforded to qualified employees and applicants with disabilities and qualified employees and applicants who are pregnant or have a pregnancy related medical condition, or who are undergoing gender transition. Employees seeking a reasonable accommodation may contact the NYCHA Employee Reasonable Accommodation Coordinator at (212) 306-3996.

Reasonable accommodations are also provided to employees and applicants for observance of religious practices. Employees seeking a reasonable accommodation for religious practices may contact NYCHA Human Resources, Records Control Unit at (212) 306-8000.

All employees, as well as others who work at NYCHA owned or operated locations, are required to comply with both the letter and spirit of this policy. This includes consultants and independent

*\*The amendment to the New York City Human Rights Law will take effect on May 4, 2016.*

contractors. All persons who work at NYCHA owned or operated locations should work to maintain an atmosphere of respect and nondiscrimination, and to promote understanding among co-workers. Managers and supervisors are directed to make all employment decisions in accordance with this policy, and to ensure compliance with this policy in their areas of responsibility.

Any manager or supervisor who receives a complaint of discrimination or becomes aware of discriminatory behavior or behavior in violation of this policy **must** immediately report that information to the Department of Equal Opportunity ("DEO"). Supervisors are not to engage in any independent investigation of the complaint of discrimination. Failure to comply with these requirements may result in disciplinary action against the manager or supervisor.

### **Where to File a Complaint or to Seek Assistance with an EEO Matter**

If you believe that you, a co-worker, or a job applicant is a victim of employment discrimination, you should immediately report the complaint to a supervisor, or you may report the complaint directly to the NYCHA Department of Equal Opportunity, Office of Employment & Fair Housing Investigations (OEFHI) located at 250 Broadway, 3<sup>rd</sup> Floor, New York, New York, Monday through Friday from 8:30 AM to 5:00 PM. The OEFHI personnel listed below are available to provide employee assistance.

Celeste Segure, Director	(212) 306-4633
Maurice Q. Robinson, Assistant Director   EEO Officer	(212) 306-4467
Onya Brinson, Investigator	(212) 306-4624
Igor Shandler, Investigator	(212) 306-4658
Shelly-Ann O. Wilkinson, Investigator	(212) 306-4647
DEO Facsimile	(212) 306-4439
TTY (Hearing Impaired)	(212) 306-4845

An employee or job applicant may file an internal complaint of discrimination with DEO anytime within one year of the date the incident occurred. A NYCHA employee or job applicant may electronically file a NYCHA Complaint of Alleged Discrimination (**NYCHA Form 036.025 (Rev. 10/15 v1.8)**). OEFHI personnel will meet with any employee who seeks to file a complaint to ascertain whether the complaint involves an allegation of employment discrimination prior to commencing a formal investigation.

An employee may report employment discrimination to DEO without revealing her/his identity by telephoning or writing to any of the OEFHI personnel listed above. In cases where DEO receives an anonymous complaint, DEO will review and investigate the anonymous complaint, to the extent possible, and recommend corrective action where appropriate to remedy any unlawful discrimination in the workplace or conduct that violates this policy.

DEO understands that these matters can be extremely sensitive, and DEO will keep employee and applicant internal complaints and communications in confidence, except when disclosure is required by law, or is needed to complete an investigation. This means that information obtained from a person who seeks assistance from DEO will not be discussed with other personnel except as necessary to investigate or resolve the complaint.

All complaints filed by employees and applicants for employment will be impartially and fairly investigated. The complainant and named respondent(s) to the complaint of discrimination will receive written notification that an internal complaint has been filed with DEO, and all parties to the complaint will be provided with an opportunity to respond.

All persons interviewed in the course of an investigation shall have the right to be accompanied by an appropriate representative of their choosing, who shall not participate in the interview. Advance notice shall be given to DEO.

This policy prohibits retaliation against an employee who uses the DEO internal complaint procedures, or files a complaint with any governmental human rights agency, or commences litigation under applicable anti-discrimination laws. This policy also prohibits retaliation against employees for providing information related to, or assisting in, the investigation of complaints of discrimination and/or harassment, or for voicing opposition to unlawful discrimination. Retaliation or discriminatory harassment is unlawful and will be cause for disciplinary action and subject the perpetrator to liability under law.

At the conclusion of the investigation, DEO will provide written notification of its findings to the complainant and respondent. DEO will also provide the Directors of their respective departments with written notification of DEO's findings along with any recommendation for corrective action where appropriate. DEO may recommend corrective action, including disciplinary action, with respect to persons whom it finds to have engaged in unlawful discrimination, violated Housing Authority policies, or engaged in unprofessional or inappropriate conduct.

Employees found to be in violation of this policy and/or laws prohibiting employment discrimination and/or retaliation may be subject to disciplinary action and/or liability under law.

Any employee who wants further information, or requires assistance in identifying employment discrimination and ways to prevent employment discrimination, should contact the DEO at the address and telephone numbers listed above.

This policy statement supersedes all prior policy statements on this subject.