

PERSONNEL SERVICES BULLETINS (PSBs)

100-16

Subject: Workplace Domestic and Gender-Based Violence Policy

Source: [Executive Order 85](#) (October 21, 2021) and the [NYC Domestic and Gender-Based Violence Workplace Policy \(2022\)](#)

Date: September 29, 2022

I. Introduction

The City of New York is committed to fostering an inclusive and respectful work environment that provides equal opportunities for all, and is free of discrimination, harassment, and retaliation. This includes the prevention and reduction of the incidences and effects of domestic and gender-based violence in the workplace and in City employees' personal lives.

II. Definitions

"ENDGBV" means the Mayor's Office to End Domestic and Gender-Based Violence

"Workplace Policy Liaison" means the primary contact person at each agency who is responsible for leading their agency's implementation of and compliance with the City's Domestic and Gender-Based Violence Workplace Policy.

III. Policy

All City agencies covered by EO85 must designate at least one employee as the Workplace Policy Liaison and ensure that the liaison's current contact information, as well as the contact information for the liaison's supervisor, is on file with ENDGBV. Agencies have discretion to identify their designated liaison; however, it is recommended that agencies consider for designation their Equal Employment Opportunity (EEO) Officer, Workplace Violence Prevention Coordinator, or Reasonable Accommodation Coordinator. For agencies with multiple worksites and/or a large workforce, it is strongly encouraged to designate additional liaisons who can support the designated Workplace Policy Liaison.

IV. General Provisions

The Workplace Policy Liaison must:

- i. Identify agency-specific opportunities to ensure agency-wide implementation of, and compliance with, EO85 and the NYC Domestic and Gender-Based Violence Workplace Policy.
- ii. Serve as the primary agency contact for ENDGBV, including responsibility for all required data collection and reports to ENDGBV.

- iii. Attend domestic and gender-based violence training offered by ENDGBV at least annually.
- iv. Attend meetings scheduled by ENDGBV for liaisons.
- v. Ensure a copy of the NYC Domestic and Gender-Based Violence Workplace Policy is standardized in orientation materials and is reviewed with all employees during the orientation process, including a detailed explanation of employees' rights under the Workplace Policy and contact information for the Workplace Policy Liaison.
- vi. Coordinate agency employee access to ENDGBV's computer-based domestic and gender-based violence training module and track employee completion; coordinate and make accessible other domestic and gender-based violence related ENDGBV training offerings.
- vii. Conduct programs and activities throughout the year to increase awareness around domestic and gender-based violence, including during commemorative months.

V. Reporting

- i. If notified by an employee that they have experienced domestic or gender-based violence, the liaison must provide confidential support, information, and resources, including, but not limited to, the NYC Employee Assistance Program (EAP), access to the agency's EEO Officer, and the option to connect directly to ENDGBV.
- ii. If notified by an employee that they have experienced domestic or gender-based violence, the liaison must ensure that the person is aware of their access to applicable leave options as well as access to job performance support as outlined in the Agency & Employee Supports section of the NYC Domestic and Gender-Based Violence Workplace Policy.
- iii. The liaison must also notify the agency's EEO Officer should the employee at any point opt to explore potential reasonable accommodations, if needed. Notification to the EEO Officer does not imply the employee is obligated to accept such assistance if the EEO Officer contacts them.
- iv. The liaison must input information regarding persons covered by this policy who have disclosed experiencing domestic or gender-based violence into a web-based data management system. Information collected shall be entered promptly and in aggregate form only, without any personal identifying information. ENDGBV has developed and will provide liaisons with a link to the web-based data management system.

Dawn M. Pinnock
Commissioner

Inquiries:

For questions about the Domestic and the Gender-Based Violence Workplace Policy, contact ENDGBV at EO85support@endgbv.nyc.gov.

For personnel policy-related questions, contact DCAS Human Capital Citywide Personnel Policy at cpp@dcas.nyc.gov.

For EEO-related questions, contact DCAS Citywide Equity and Inclusion at CitywideEquityInclusion@dcas.nyc.gov.