

ANNEX 1

SAMPLE CERTIFICATION

I, (NAME), who is (CHAIRMAN OF THE BOARD OR EQUIVALENT PRINCIPAL) of (CONTRACTOR) (the “Contractor”), have reviewed the requirements of Mayoral Executive Order 64 of 2021 and, in compliance therewith, hereby certify to the following:

1) A copy of the Contractor’s sexual harassment policy has been uploaded to the New York City’s PASSPort system on DATE. The policy uploaded is the most up-to-date version of the policy.

2) Allegations of Sexual Harassment. Please initial one (1) of the two (2) options below. For the year prior to the date of this certification, or since the Contractor’s last certification, whichever period is longer:

___ Contractor has reviewed its records and internal communications and confirms that it has not received any complaints or allegations of sexual harassment, or retaliation on the basis of a complaint or allegations of sexual harassment, brought against the Chief Executive Officer or equivalent principal of the organization in any venue, including through the Contractor’s internal Equal Opportunity process.

___ Contractor has reviewed its records and internal communications and confirms that it has received complaints or allegations of sexual harassment, or retaliation on the basis of a complaint or allegations of sexual harassment, brought against the Chief Executive Officer or equivalent principal of the organization in any venue, including through the Contractor’s internal Equal Opportunity process. Contractor has provided redacted copies of documents regarding all such complaints or allegations to DOI.

3) Final Determinations and Judgments. Please initial one (1) of the two (2) options. For the year prior to the date of this certification, or since the Contractor’s last certification, whichever period is longer:

___ Contractor has reviewed its records and internal communications and confirms that it has not made any final determinations, including settlement, or received any judgments relating to any complaints or allegations covered under Mayoral Executive 64 of 2021.

___ Contractor has reviewed its records and internal communications and confirms that it has made final determinations, including settlement, or received judgments relating to complaints or allegations covered under Mayoral Executive 64 of 2021. Contractor has provided redacted copies of all such documents to DOI.

I affirm under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dated _____

(NAME OF ENTITY)

BY:

(NAME)

(TITLE)

Subscribed and sworn to before me this

_____ day of _____,
20____,

Notary Public