

# About EEO:

What You May Not Know

City of New York



Department of Citywide Administrative Services

# This booklet was written to help you to learn all about EEO

EEO = Equal Employment  
Opportunity

- What the City's EEO Policy covers
- What your EEO rights and responsibilities are
- Where you can get information and help



“I am strongly committed to having a municipal workforce that reflects the diversity and talent of our City’s population. Everybody matters, and we will work as one City serving the needs of our dynamic and diverse communities. Our City does not belong to any individual or set of individuals. It belongs to all the people. It is a City that lifts the floor for those struggling day to day and offers every New Yorker a fair shot.”

**Bill de Blasio**  
**Mayor**

“Equality and inclusion will be at the forefront of how we apply the civil service system to our employment practices. DCAS will work with agencies to provide the most critical resources they need to plan for future employees. We will work to ensure that employment candidate pools are inclusive, selections are equitable and that current employees are valued and developed.”

**Stacey Cumberbatch**  
**Commissioner, Department of Citywide Administrative Services**

“Differences are to be valued not just tolerated. Compliance, alone, is a required action, not a value. The City of New York values all our employees – they are our greatest asset.”

**R. Fenimore Fisher**  
**Chief Citywide Diversity and Equal Employment Opportunity Officer**

# Table of Contents

	Page
• What is EEO all about?	4
• Diversity and Inclusion	4
• New York City's EEO Policy	5
• Protected Categories	6-7
• Examples of Violations of EEO Policy	8
• Sexual Harassment	9
• Reasonable Accommodations	10-12
• The EEO Complaint Process	13-17
• External Resources	18-19

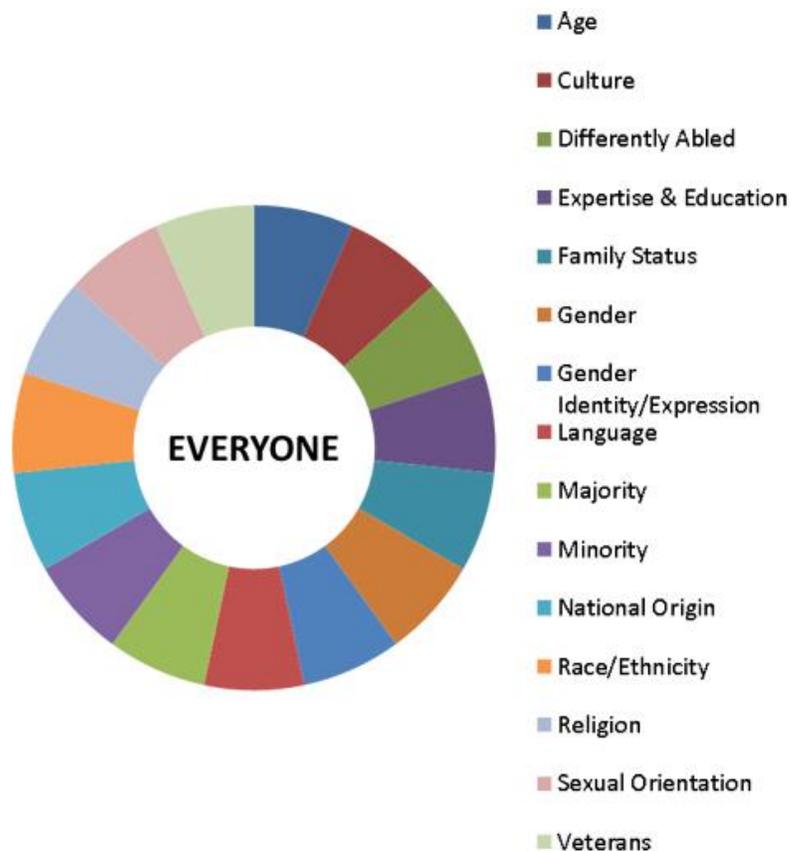
# What is EEO all about?



**Equal opportunity** exists when all employees and applicants for employment, regardless of their race, gender, national origin, religion, etc., are given an **equal opportunity** to succeed in the workplace. This means that all decisions and actions that impact recruitment, testing, selection, hiring, work assignments, salary and benefits, accommodations, working conditions, performance evaluations, promotions, training opportunities, career development, transfers, discipline and termination must be made without discrimination.

## Diversity & Inclusion

In addition to our commitment to providing equal opportunity we are committed to valuing diversity and maintaining an inclusive work environment for *all* New York City employees. It is through the inclusion of our diversity of thought, experience, culture, and background that we do our best work.



# New York City's EEO Policy

The City of New York is an equal opportunity employer and prohibits discriminatory employment actions against City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender, and all other protected categories.



The City's EEO Policy provides a process for employees and applicants for employment to complain about discrimination and also protects them from retaliation when they make EEO complaints or cooperate in EEO investigations. To learn more about the City's EEO Policy, contact an EEO representative at your agency or visit the DCAS website or your agency's intranet site.

If you are subjected to unwelcome conduct, you may complain regardless of whether the harasser is a manager, supervisor, co-worker, client, customer, consultant, vendor, or other person who is not a City employee. You may complain about harassment if you are a manager or supervisor, a Work Experience Program ("WEP") participant, an intern (paid or unpaid), or if someone other than yourself is the target of the offensive conduct.

The City's EEO Policy was created to provide equal opportunity for all employees and applicants for employment by ensuring that all workplaces in City agencies are free of discrimination, including harassment, based on any of the protected categories listed on the next page.

## Protected Categories Under the City's EEO Policy

New York City employees are protected from discrimination based on any of the following categories, whether perceived or actual:

**Age**: persons age 18 or older.

**Alienage or Citizenship Status**: the citizenship of any person or immigration status of any person who is not a citizen or national of the United States. Employers are required by law, however, to verify the identity and work eligibility of employees. Moreover, citizenship is a lawful requirement for certain jobs (such as Police Officer).

**Color**: frequently viewed synonymously with race, discrimination based on color may occur because of a preference for, or aversion to, a particular skin color and may occur within the same racial group based on body pigmentation.

**Creed or Religion**: includes all aspects of religious observance, practice and belief, including moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views.

**Disability**: any physical, medical, mental, or psychological impairment, or a history or record of such impairment, whether perceived or actual. Pregnancy may also be considered to be a temporary disability if there are medical conditions arising from the pregnancy or childbirth.

**Gender (or Sex)**: gender includes actual or perceived sex and includes a person's gender identity, self-image, appearance, behavior or expression, whether or not that gender identity, self-image, appearance, behavior or expression is different from that traditionally associated with the legal sex assigned to that person at birth. Pregnancy or childbirth is a gender-related condition; therefore, discrimination due to pregnancy or childbirth is considered to be gender discrimination.

**Marital Status**: whether a person is married, divorced, single, separated, or widowed. "Marital Status" should be distinguished from discrimination based on whom an individual is married to.

**Military Status**: military service includes past, present, and applicants for membership in the uniformed service, whether voluntary or involuntary.

**National Origin**: place of origin, as well as ancestry, and physical, cultural, linguistic or ethnic characteristics of, or names associated with, a particular country or region.

Discrimination based on alienage (immigration status) or citizenship status can be found, in some cases, to be discrimination based on national origin.

**Partnership Status:** all individuals in a domestic partnership.

**Predisposing Genetic Characteristics/Genetic Information:** any inherited gene or chromosome, or alteration thereof, and determined by a genetic test or inferred from information derived from an individual or family member that is scientifically or medically believed to predispose an individual or the offspring of that individual to a disease or disability, or to be associated with a statistically significant increased risk of development of a physical or mental disease or disability.

**Prior Record of Arrest or Conviction:** generally, agencies may not deny or deprive someone of a job because of a criminal conviction, unless there is a direct relationship between the conviction and the duties of the job or an unreasonable risk to property or safety, based on a variety of factors. Agencies also may not ask about arrests that did not lead to conviction unless it is a pending arrest. These restrictions do not apply to law enforcement agencies.

**Race\Ethnicity:** includes such categories as American Indian or Alaskan native, Asian or Pacific Islander, Black, Hispanic, White, and two or more races as well as personal characteristics associated with race\ethnicity (such as hair texture, skin color, or certain facial features).

**Sexual Orientation:** heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived.

**Unemployment Status:** refers to those who do not have a job, are available for work, and are seeking employment.

**Victim of Domestic Violence:** a person who has been subjected to acts or threats of violence, not including acts of self-defense, committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim, by a person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, or a person who is or has continually or at regular intervals lived in the same household as the victim.

**Victim of Sex Offenses or Stalking:** a victim of acts which are defined as crimes that are considered to be “sex offenses” or “stalking.”

## Examples of behavior that may violate the City's EEO Policy



- **Treating an individual differently**, such as denying a person a job, because that person is believed to be disabled whether or not that person is disabled. Similarly, individuals cannot be treated differently because of assumptions or perceptions about their race, gender, religion, national origin, age, sexual orientation, etc.
- **Engaging in unwelcome behavior**, whether or not directed at a particular individual, that creates a threatening, intimidating, offensive or hostile work environment, based on race, gender, religion, national origin, age, disability, sexual orientation, etc.
- **Using derogatory or demeaning statements, slurs, jokes, gestures, notes, materials or e-mails** related to race, gender, religion, national origin, age, disability, sexual orientation, etc.
- **Treating individuals differently because of their marriage to, domestic partnership or association with**, persons of a racial, religious or national origin group; or because of their membership in or association with an organization identified with the interests of a racial, religious or national origin group; or because their names or spouses' or domestic partners' names are associated with a racial, religious or national origin group.
- **Retaliating against or harassing any person** for: (1) filing an EEO complaint; (2) seeking a reasonable accommodation for a disability, religious observance or practice, domestic violence, sex offenses or stalking, or pregnancy; (3) opposing discrimination in the workplace; or (4) cooperating in the investigation of an EEO complaint.
- **Failing to make reasonable accommodations** for persons with disabilities and/or failing to make reasonable accommodations for religious observances or practices, domestic violence, sex offenses or stalking, or pregnancy unless providing such accommodations would create undue hardship for the agency.
- **Engaging in discriminatory or harassing behavior** at any location that could be an extension of the workplace, such as any field location, any off-site business-related social function, or any facility where City business is being conducted and discussed.

### How can I be sure that my behavior is not violating the EEO policy?

You should be respectful of all of your co-workers and members of the public and be aware of the impact of your behavior on those around you.

# Sexual Harassment

## What is sexual harassment?

Sexual harassment is a form of discrimination prohibited by federal, state and city laws. The federal government has created guidelines that describe sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

## What conduct is unwelcome?

Conduct is unwelcome if you did not initiate it, encourage it, provoke it or request it, and you feel that you are being ridiculed or that the conduct is demeaning, insulting, offensive, undesirable, hostile, intimidating or threatening.

## What types of behavior violates the City's sexual harassment policy?

- Telling sexual jokes or making sexual comments which cause discomfort to an individual
- Repeatedly asking a co-worker for a date if the invites are unwelcome
- Asking for or pressuring a person into granting sexual favors in exchange for a job benefit, or threatening a person with negative employment decisions for rejecting sexual advances
- Using office equipment, interoffice mail, the internet, e-mail, social media, cell phones, texts, voice-mail, or bulletin boards to send or display sexually suggestive messages, pictures, cartoons, posters or objects
- Leering, squeezing, pinching, grabbing or other touching

## Is everyone entitled to be protected from sexual and gender-based harassment?

**Anyone** can be sexually harassed. Men can be harassed by women or men. Women can be harassed by men or women. You are protected from sexual harassment whether the harasser is a manager, supervisor, co-worker, from another division or agency, client, customer, consultant, vendor, or other person who is not a City employee. You may complain about harassment even if you are a manager or supervisor, an intern, a Work Experience Program (WEP) participant or if someone other than yourself is the target of the offensive conduct.

## What if I didn't mean to sexually harass anyone?

Even if it is not your **intent** to hurt others, your behavior may be unwelcome, offensive, intimidating or hostile, and therefore potentially sexually harassing. Be aware of how others are reacting to your behavior – the **impact** of your behavior, and always treat others with courtesy and respect.

## Does sexual harassment always involve conduct that is sexual in nature?

The City's EEO Policy prohibits not only harassment of a sexual nature - involving sexual activity or language - but also harassment that involves vulgar language, abusive acts or language, hostility, physical aggression, intimidation, or unequal treatment that is related to a person's gender.

## Other Forms of Harassment

The City's EEO Policy prohibits any type of harassment based on any of the protected categories. Harassing behavior includes, but is not limited to: slurs or abusive language, denigrating jokes, display or circulation of derogatory written or graphic materials, abusive acts, hostility, physical aggression, intimidation, or other unequal treatment.

# Reasonable Accommodations

In addition to prohibiting discrimination, the City's EEO Policy also provides for reasonable accommodations for employees and applicants for employment based on the following:

- 1) Disabilities
- 2) Religion
- 3) Status as a victim of domestic violence, sex offenses, or stalking
- 4) Pregnancy, childbirth or a related medical condition.

Whether an accommodation is reasonable will depend upon the circumstances of each request. City agencies are required to provide reasonable accommodations unless providing such accommodations creates an undue hardship.

## What are reasonable accommodations for a disability?



Reasonable accommodations include equipment, changes in workplace policies and practices, and other forms of assistance that allow people with disabilities to apply for a position, to perform their jobs, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

## What is a reasonable accommodation for religion?

A reasonable accommodation for religion is a change in a workplace rule or practice that allows you to respect your religious beliefs. Under the City's EEO Policy, agencies must try to accommodate the religious observances, beliefs or practices of an employee or applicant, unless the accommodation creates an undue hardship for the agency.

## What types of accommodations based on pregnancy, childbirth or a related medical condition may I request?

Depending on the circumstances, agencies may be required to provide workers with a reasonable accommodation based on pregnancy, childbirth or a related medical condition. Such a reasonable accommodation may include bathroom breaks, unpaid medical leave, periodic rest for those who stand for long periods of time, and assistance with manual labor.

## What is a reasonable accommodation for a victim of domestic violence, sex offenses or stalking?

A reasonable accommodation for victims of domestic violence, sex offenses and stalking is a change in a workplace rule or practice that allows the individual to perform his or her job. Under the City's EEO Policy, agencies must try to accommodate an employee or applicant who is a victim of domestic violence, sex offenses or stalking, unless the accommodation creates an undue hardship for the agency.

# What types of accommodations could my agency provide?

Depending on the circumstances, accommodations that are reasonable may include, but are not limited to, those listed below:

- **Facilities:** making facilities physically accessible to and usable by people with disabilities (e.g., providing ramps, restroom grab bars, and signage).
- **Job Restructuring:** for example, reallocating non-essential typing, telephone or other clerical assignments among employees, assignment of nonessential tasks to others, eliminating nonessential tasks, including a temporary restructuring of tasks, or voluntary swaps of shifts and/or reassignment.
- **Modified Work Schedules and Leave:** providing leave (e.g., permitting the use of paid or unpaid sick or annual leave for legal and medical appointments or modifying work schedules (e.g., permitting part-time work schedules or alternative starting and ending times) either temporarily or permanently).
- **Modified Policies and Support Services:** modifying workplace practices, policies and/or procedures, providing qualified readers, interpreters, or other support services during the application, interview and testing processes, and during training and other employment and employment-related activities, including employment-related social functions and City sponsored events, assistance with manual labor, time and/or place to pray, accommodations relating to appearance and dress, confidentiality of work addresses and phone numbers, unit, division and/or extra breaks, and periodic rest for those who stand for long periods of time.
- **Equipment:** providing or modifying equipment, devices or materials (e.g., providing large-print computer display programs).



'Interpreter'  
American Sign Language (ASL)

## **More Questions on Reasonable Accommodations:**

### **What is an undue hardship?**

Undue hardship is when an accommodation is excessively difficult, costly, extensive, substantial, or disruptive, or an accommodation would change the nature or **operation of an agency's business**. Each request for an accommodation needs to be examined to determine if a request is reasonable and can be provided without creating an undue hardship.

### **How can I get an accommodation?**

Speak to a supervisor or a manager or an agency EEO representative. You may be asked to complete a form which is available at the EEO office and to provide documentation in support of your request. Requests for accommodation can be made at any time.

### **Will the information I provide related to my request be treated confidentially?**

Agency personnel must respect employee confidentiality. Information about the medical condition or history of an applicant or employee must be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record, except that: (i) supervisors and managers may be informed regarding necessary restrictions on work and accommodations required ; (ii) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; (iii) government officials investigating compliance with applicable laws must be provided relevant information on request; (iv) worker's compensation offices must be provided information as required by the Worker's Compensation Law; and (v) insurance providers may be provided information concerning the medical condition or history of an employee. Additionally, information may be made available to your Agency's Personnel Officer and General Counsel, who will also handle with confidentiality.

### **How will a decision about my request for a reasonable accommodation be made?**

The agency will evaluate your request for a reasonable accommodation and determine whether that request will be granted. In some cases, the agency may ask you to provide additional information needed to make these determinations. If the agency concludes that you do qualify for a reasonable accommodation, the agency will consult with you to determine what accommodation to provide. The EEO officer may facilitate this process and help with researching an appropriate reasonable accommodation.

### **If the agency finds that I do need a reasonable accommodation, am I entitled to the accommodation I requested?**

The agency will consider your preferences, but ultimately, the agency has the right to make a choice among reasonable accommodations that are effective. If the accommodation that you receive is no longer effective, you may request a different accommodation from your supervisor or agency disabilities rights coordinator.

### **What if my request for a reasonable accommodation is denied?**

If a request for reasonable accommodation is denied, you may accept the agency's decision and end the process or file an appeal with your agency head or his or her designee. If your appeal is denied you may file a discrimination complaint with your agency's EEO Office.



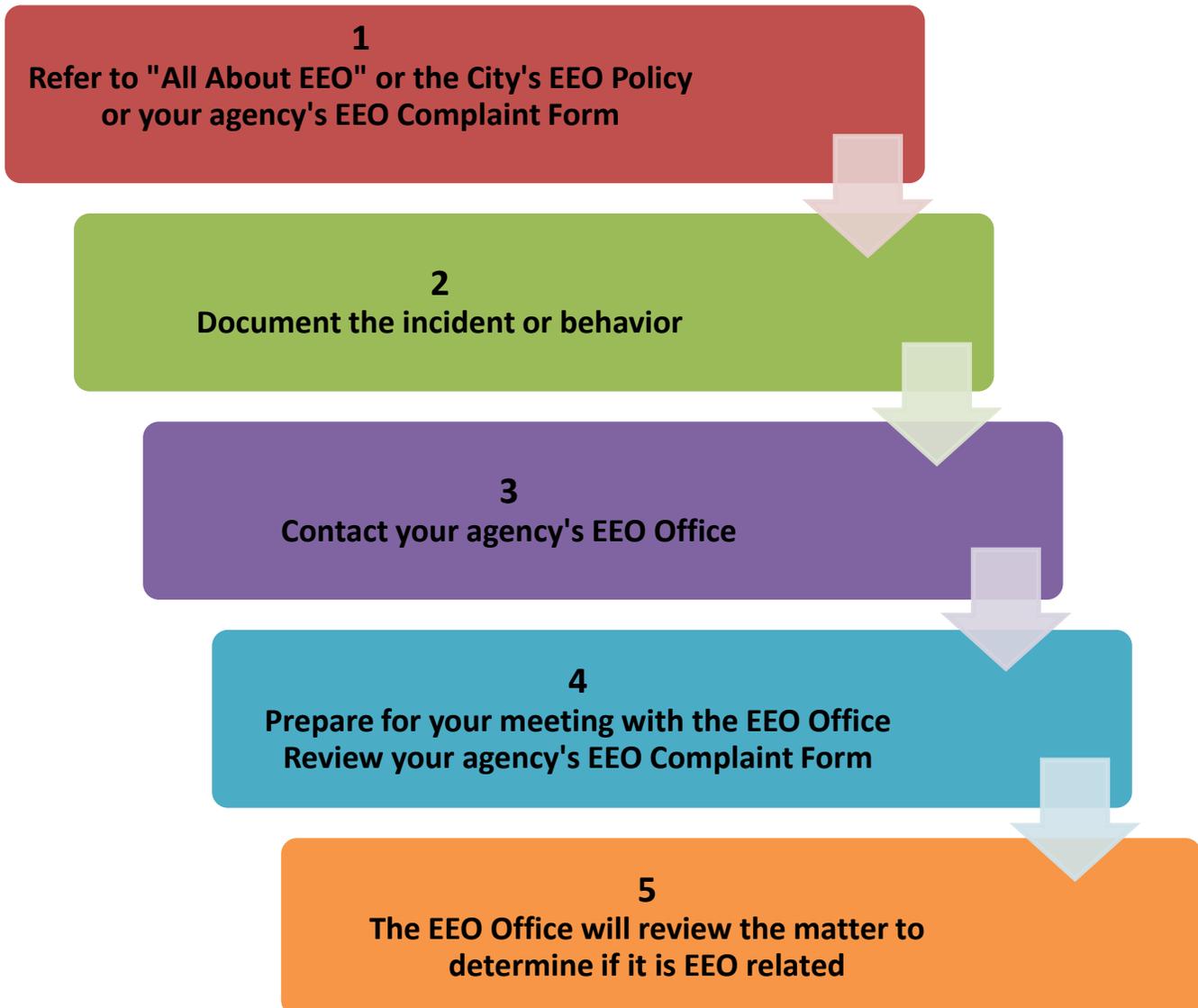
## NYC Employees' EEO Complaint Procedure



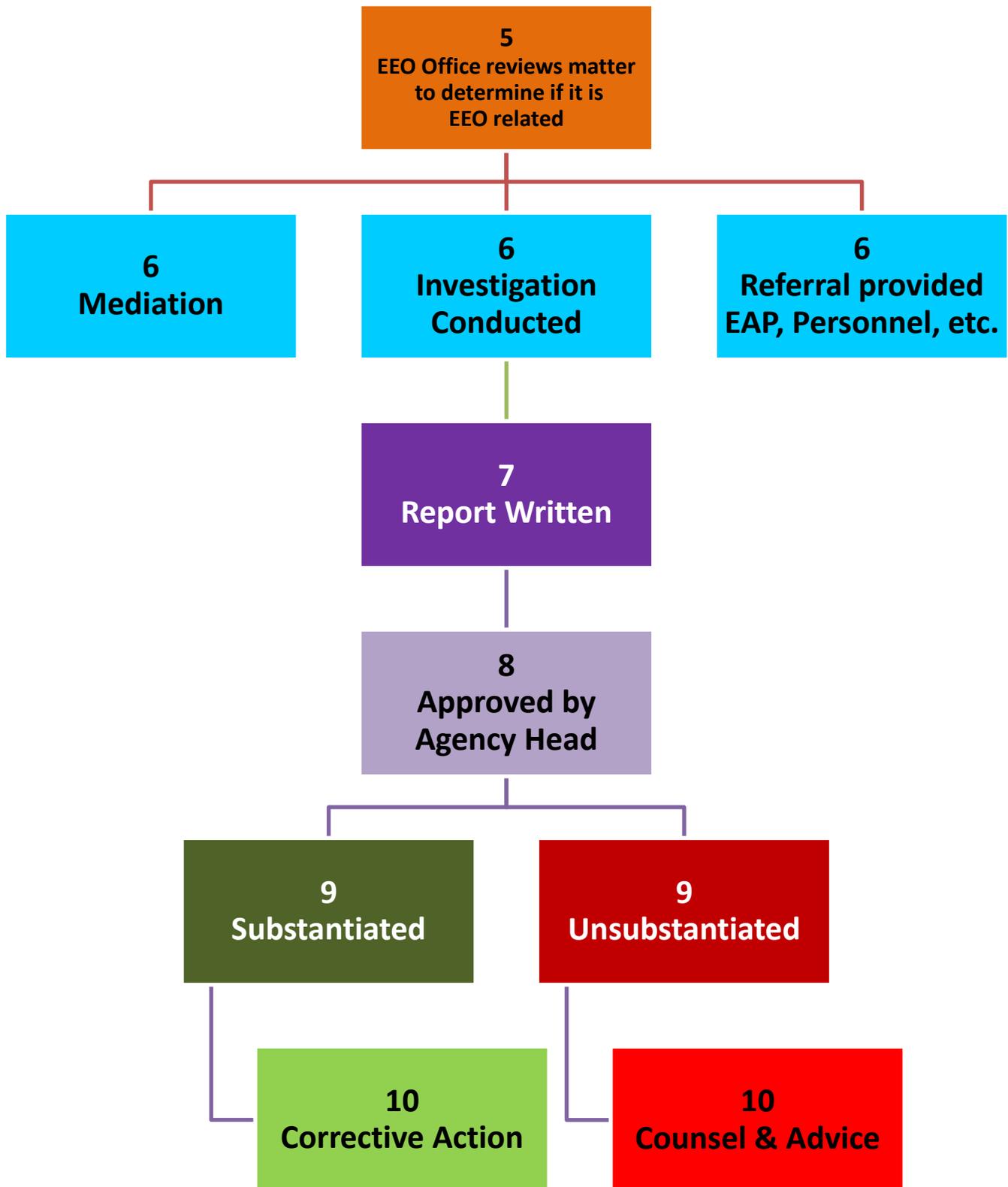
**New York City employees are protected from discrimination based on any of the following categories whether perceived or actual:**

Age (18 and over), Alienage or Citizenship Status, Race, Color, Creed\Religion, Disability, Gender (or Sex) including Gender Identity, Marital Status, Military Status, National Origin, Partnership Status, Predisposing Genetic Characteristics/Genetic Information, Prior Record of Arrest or Conviction, Sexual Orientation, Unemployment Status, Victim of Domestic Violence, or Victim of Sex Offenses or Stalking

**What can I do if I believe that I have been discriminated against?**



## What happens once I go to my EEO Office?

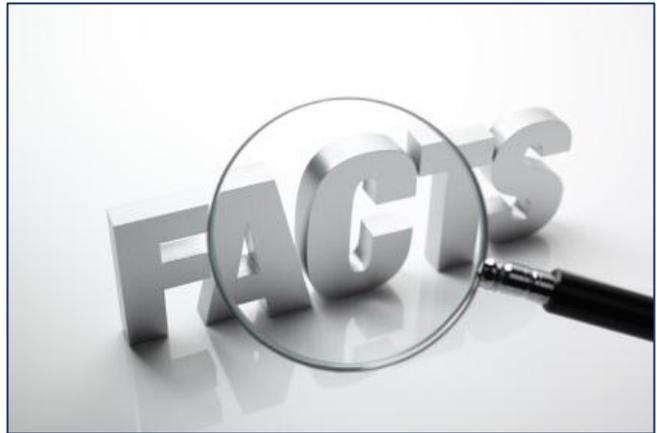


**Note:** A complaint can be filed anonymously. See page 15 of this booklet for information about the handling of anonymous complaints.

# The EEO Complaint Process

## Who is protected from discrimination under the City's EEO Policy?

All City of New York employees, including agency heads, executive staff, managers, supervisors, and non-supervisory employees, including Work Experience Program ("WEP") participants and interns have a right to a workplace that is free of discrimination, including harassment, based on race, color, national origin, religion, gender, disability, or age, and any basis that could otherwise be determined to be prohibited behavior under the EEO Policy.



## What can I do if I believe that I have been discriminated against?

- Refer to the City's EEO Policy
- Document the incident or behavior (keep notes with dates, names, locations, etc.)
- Notify an EEO representative at your agency as soon as possible
- You may file an internal complaint with your agency's EEO office or an external complaint with any of the federal, state and local agencies that enforce laws against discrimination. (See list of agencies on pages 18-19.)

## What can I do if I witness discrimination or harassment?

You are urged to contact your agency's EEO officer or any other EEO representative within your agency if you believe that any type of discrimination is occurring at a City agency.

## Who can I complain about?

The City's EEO Policy applies to **anyone** who you encounter in the workplace. Complaints can be filed against any employee who harasses or discriminates against you: agency heads, executive staff, managers, supervisors, or co-workers. You can also file EEO complaints against people outside of your agency, such as clients, customers, consultants, vendors, or members of the public.

## Am I protected against retaliation if I file a complaint, act as a witness, or request an accommodation?

It is a violation of the City's EEO Policy to retaliate against or harass any person for filing an EEO complaint, participating in an EEO investigation or proceeding, or opposing discrimination in the workplace. You also may not be retaliated against for seeking a reasonable accommodation. You should report any retaliatory behavior to an agency EEO representative, and may also file a separate complaint on this basis. **Examples of retaliation include:** threats, demotion, transfer, termination, etc.

## Can I file a complaint without giving my name?

Yes, but if you do not reveal your identity, it may be difficult to investigate your complaint. If you request that your identity be concealed, your agency EEO representative will attempt not to reveal

it. You should know, however, that sometimes, during the course of an investigation, your identity may become obvious to the person that you are complaining about.

### **How can I file a complaint?**

You can meet personally with an agency EEO representative. You can also file a complaint by calling, emailing, or writing the agency EEO office.

### **How long do I have to file a complaint with my agency EEO office?**

Discrimination complaints filed with your agency EEO office must be made within **one year** of the incident that you are complaining about. If you are considering filing a complaint with an outside agency, be aware that shorter time periods may apply. See page 18.

### **What if I need help to file my complaint?**

Let an agency EEO representative know if you need assistance such as a physically accessible location, a sign language interpreter or special equipment in order to make a complaint or participate in the complaint process. In the event that you are unable to fill out a complaint form, an agency EEO representative will help you complete it.

### **Can I meet with my agency EEO representative during office hours?**

You can meet with an agency EEO representative during office hours, but, first, you should get permission to leave your work area. Your supervisor must approve such requests as long as your absence does not disrupt the operation of your unit. You are not required to tell your supervisor the reason that you want to meet with an agency EEO representative. If you prefer, an agency EEO representative can arrange to meet with you before or after office hours, during your lunch period, or at outside premises without your supervisor's knowledge or permission.

### **Can someone come with me to the EEO meeting?**

You may bring someone with you to the EEO meeting. This includes a co-worker, friend, spouse, other relative or family member, union representative, lawyer, or anyone else as long as you let the agency EEO representative know in advance.

### **What happens at the EEO meeting?**

An agency EEO representative will interview you to determine the basis of your complaint or concern. The agency EEO representative will discuss with you the available options for handling the matter. These options include actions you could take on your own or referrals to other offices and/or agencies which may be of assistance.

You should come to the meeting prepared to discuss the particulars of your complaint and to provide the EEO investigator with as much information as possible about the incident or actions that are the cause of your complaint such as: the dates, locations and details of the place that the incident occurred, the names of the person(s) who harassed or discriminated against you and any witnesses to the incident or actions.

### **What if my concern is not an EEO matter?**

Your agency's EEO Office will discuss and research options including actions that you may be able to take on your own behalf or referrals to other offices or agencies, depending on the specifics of the matter.

**What is mediation?**

Mediation is a voluntary, informal, and confidential process that provides an opportunity for everyone involved in a complaint to come to a mutual agreement about how the complaint can be resolved. It is a choice that could quickly resolve your complaint without a full investigation.

**What happens during an EEO investigation?**

During an investigation, the agency EEO representative will gather information to determine what happened. This process includes reviewing the complaint, interviewing everyone involved (including any witnesses or anyone who might provide information), and reviewing documents or other available evidence. Evidence includes any notes, records, photos or other information that you or other witnesses present.

**What happens after an EEO investigation?**

The agency EEO officer will report the outcome of the investigation to your agency head, who will determine whether to approve and adopt the findings of the EEO Officer. In some cases, information contained in an EEO complaint may be shared with the agency's disciplinary officer, general counsel or inspector general. If a violation of the City's EEO Policy has occurred, appropriate corrective action will be taken. Corrective action may include disciplinary measures such as formal reprimand, suspension, demotion, fine or termination. It may also include measures necessary to address the impact that the policy violation had on the complainant or the agency. The agency EEO officer will advise all parties of the agency head's determination.

**Will my privacy be protected?**

All complaints, investigations, requests for accommodations and records will be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. EEO matters may be discussed with other persons who may have information about a complaint or who are necessary to implement reasonable accommodations for disability, religion or based on status as a victim of domestic violence, a sex offense or stalking, and pregnancy, childbirth or related medical condition. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter.

**What if I change my mind after I file a complaint and want to withdraw it?**

If you change your mind after you file a complaint, your agency EEO officer may still have to find out whether the discriminatory conduct that you complained about requires further action. If so, the agency EEO officer will continue to address the complaint and take appropriate action.

**What if I am named as a Respondent in an EEO complaint?**

If someone names you in a complaint as violating the EEO Policy, you must cooperate with the investigation. You are allowed to bring a representative with you, and you will be given the opportunity to respond to the complaint in writing.

**What if someone files a false complaint?**

If an employee knowingly makes a false accusation of discrimination or knowingly provides false information in the course of an investigation of a complaint filed with an agency's EEO Office, such conduct may be grounds for disciplinary action.

## What if I decide to file a complaint outside of my agency?

You have the right to file a complaint with any of the below listed federal, state and local agencies that enforce laws against discrimination. If you have also filed an internal complaint with your agency's EEO Office based on related or the same facts and circumstances, your agency EEO Officer will close out the internal complaint, and your agency's General Counsel will then represent your agency in responding to the external complaint.

New York City Commission on Human Rights  
100 Gold Street, Suite 4600  
New York, NY 10038  
(212)-306-7560 (voice)  
Web site: [www.nyc.gov/html/cchr/home.html](http://www.nyc.gov/html/cchr/home.html)

New York State Division of Human Rights  
One Fordham Plaza, 4th Floor  
Bronx, NY 10458  
(718)-741-8400

or

163 West 125th Street, 4th Floor  
New York, NY 10027  
(212)-961-8650 (voice); (212) -961-8999 (TTY)

or

55 Hanson Place, 3rd Floor  
Brooklyn, NY 11217  
(718) -722-2856  
Web site: [www.dhr.ny.gov](http://www.dhr.ny.gov)

United States Equal Employment  
Opportunity Commission  
New York District Office  
33 Whitehall Street, 5th Floor  
New York, NY 10004  
(212)-336-3620 (voice); (212)-336-3622 (TTY)  
Web site: [www.eeoc.gov](http://www.eeoc.gov)

In addition to filing with the agencies listed above, a person with a complaint alleging discrimination based on disability may file with:

United States Department of Justice  
Civil Rights Division  
Disability Rights Section



New York Avenue Building  
950 Pennsylvania Avenue N.W.  
Washington, D.C. 20530  
(202)-307-0663 (voice and TDD)  
Web site: [www.justice.gov/crt/index.php](http://www.justice.gov/crt/index.php)

A person with a complaint alleging discrimination based on citizenship or immigration status may file with:

United States Department of Justice  
Civil Rights Division  
Office of Special Counsel for Immigration-Related Unfair Employment Practices  
Office of Special Counsel  
New York Avenue Building  
950 Pennsylvania Avenue NW  
Washington, DC 20530  
Voice: (202)-616-5594; (202)-616-5525; 1-800-255-7688  
TDD: (202)-616-5525; 1-800-237-2515  
Web site: [www.justice.gov/crt/about/osc/](http://www.justice.gov/crt/about/osc/)

A person who has been discriminated against by a recipient of financial assistance from the U.S. Department of Labor may file a complaint, either with the recipient or with the Civil Rights Center (CRC). Those who wish to file complaints with CRC should mail their complaints to:

United States Department of Labor  
Director, Civil Rights Center  
Frances Perkins Building, Room N-4123  
200 Constitution Avenue, NW  
Washington, DC 20210  
(202)-693-6502 (voice); (202)-693-6515/16 (TTY)  
Web site: [www.dol.gov/oasam/programs/crc/](http://www.dol.gov/oasam/programs/crc/)

**Please Note:** There are statutory deadlines for filing complaints with each of these agencies. The deadline in some instances is as short as 180 days. If you wish to file a complaint with an external administrative agency, you should contact the external agencies promptly.

# How can I find out more about EEO?



If you want to find out more, contact your agency's **EEO officer** or other EEO representative or visit your agency's intranet site. You may also download the [City's EEO Policy](#) from the **DCAS website**:

<http://www.nyc.gov/html/dcas/html/about/eo.shtml>

For the City's EEO Complaint Procedure:

[http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo\\_discriminationcomplaintprocedures.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_discriminationcomplaintprocedures.pdf)

For the City's Reasonable Accommodation Procedure:

[http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo\\_reasonableaccommodation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo_reasonableaccommodation.pdf)