

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

A. General Anti-Discrimination/Harassment Policy:

The City of New York Department of Housing Preservation and Development (HPD) is an Equal Opportunity Employer. HPD is committed to compliance with federal, state and local laws and regulations that prohibit employment discrimination, harassment and retaliation. HPD will ensure that all applicants, employees and temporary workers are aware of their rights and obligations under this EEO Policy through distribution of EEO materials and statements, training, and encouraging work environments that appreciate and respect differences among persons. Employment decisions will be made on the basis of merit, fitness, equality of opportunity, and without discrimination on the basis of one's (actual or perceived) membership in any of these protected categories:

- Age
- Alienage/Immigration/Citizenship Status
- Cannabis Use
- Caregiver Status
- Credit History
- Color
- Disability
- Ethnicity
- Familial status
- Gender/Gender Identity/Expression
- Marital Status
- Military Status
- National Origin
- Partnership Status
- Predisposing Genetic Characteristic/Genetic Information
- Pre-employment Marijuana Testing
- Prior Record of Arrest or Conviction
- Sexual and reproductive health decisions
- Unemployment Status
- Victim or Witness of Domestic Violence, Sex Offenses or Stalking

The laws, rules and regulations prohibit discrimination that affects:

- Recruitment
- Testing
- Hiring
- Work Assignment
- Performance Evaluation
- Promotions
- Training Opportunities
- Transfers
- Working Conditions
- Discharge
- Discipline
- Salary and Benefits

B. Anti-Sexual Harassment Policy:

Sexual harassment is a form of employment discrimination prohibited by law. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

C. Reasonable Accommodations:

Consistent with the law, reasonable accommodations will be made for (1) disabilities (2) pregnancies (3) religious observances, practices and beliefs, and/or (4) victims of domestic violence, sex offenses and stalking, provided that the accommodation does not cause an undue hardship to HPD's operations.

D. 55a Program:

Section 55-a of the New York State Civil Service Law permits the City to convert as many as 700 competitive civil service lines to non-competitive civil service positions for people who can perform the job in question as needed by the Agency but who are certified as having a disability. The City encourages conversions of lines to 55-a status where agency needs permit.

E. Anti-Retaliation Policy:


No one covered by this Policy may retaliate against or harass any person for opposing discrimination, filing a complaint, cooperating in the investigation of the complaint, or requesting a reasonable accommodation. Such retaliation or harassment is unlawful and a violation of HPD's EEO Policy. Violation of the EEO Policy will be cause for disciplinary action, which may include a reprimand, fine, suspension, probation, demotion, transfer, termination or any other measures calculated to eliminate unlawful and inappropriate employee conduct.

Where a violation of the law and/or the EEO Policy is suspected, you are encouraged to contact the EEO Office immediately. At HPD, EEO is located in the Office of Diversity, Equity and Inclusion. Any person found to be engaging in conduct or practices that violate the EEO Policy and/or the law will be subject to disciplinary action, which may include a reprimand, fine, suspension, probation, demotion, transfer, termination and other measures calculated to eliminate illegal or inappropriate behavior. In addition to implementing such disciplinary action, HPD will take such steps as may be necessary to address the impact that any unlawful discrimination has had on the complainant.

HPD officers, directors and supervisors have an obligation to immediately inform the EEO Office of all complaints of discrimination, harassment, or retaliation that they become aware of or observe. Upon becoming aware of or observing such incident, the officer or supervisor must, without exception, immediately complete an EEO Incident Report (available via Intranet) containing all information regarding the incident and forward the Incident Report directly to the Office of Diversity, Equity and Inclusion/EEO. Do not retain any copies.

Any applicant, employee, intern, or temporary worker who believes that s/he has been the subject of an EEO violation should contact HPD's Office of Diversity, Equity and Inclusion/EEO at (212) 863-6117 and/or HPDEEO@hpd.nyc.gov. The Office is located at 100 Gold Street, Room 5A-1, New York, NY 10038

BY ORDER OF:


Adolfo Carrión Jr., Commissioner

Date: March 2022