EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

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EQUAL EMPLOYMENT OPPORTUNITY OFFICE

BOARD OF EDUCATION RETIREMENT SYSTEM
NON-DISCRIMINATION POLICY

It is the policy of the Board of Education Retirement System (**BERS**) to provide employment opportunities without regard of race, color, religion, creed, ethnicity, nationality origin, alienage, citizenship status, age, marital status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offense or stalking.

BERS strives to maintain an environment free of discrimination and harassment on any of the above-noted grounds, including Sexual Harassment or Retaliation. This policy is in accordance with federal, state and city civil rights law.

In accordance with Chancellor's Regulation A-830, you may file a complaint of discrimination or unlawful harassment (based on the above-noted categories) with **BERS** Equal Employment Opportunity (EEO) Office. Complaints must be filed within one (1) year of the incident that you are complaining about. Chancellor's Regulation A-830 and its Complaint Forms may be accessed at http://schools.nyc.gov/OEO. Once completed it must be presented to the EEO Officer for action to be taken.

Protected Classes based on New York City Human Rights Law:

> Actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" -- which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history.

The Law requires that the complaint be filed within one year of the last alleged act of discrimination.

EEO
MISSION STATEMENT

The Equal Employment Opportunity Office serves the staff of **BERS**. Our function is to educate and sensitize staff members of **BERS** regarding their rights and responsibilities. In doing so, EEO Office will promote and ensure compliance with all aspects of federal, state and city laws, as well as the organizations policies and regulations.

The Executive Director of **BERS** is responsible for the implementation, monitoring and administration of the Organization Non-Discrimination Policy.

COMPLAINT UNIT

The EEO Complaint Unit is responsible investigating and resolving internal complaints of alleged discrimination and harassment at the Board of Education Retirement System (BERS). To file a complaint, please come to Office of BERS, 55 Water Street, 50^{h} Floor, New York, New York 10041 and fill out a complaint form, which the EEO officer will screen and immediately conduct an investigation and provide a written response within 30 business days.

DISABILITY UNIT

The EEO Disability Unit is responsible for ensuring that **BERS** is incompliance with federal, state and city laws. The Unit investigates complaints or employment discrimination based on disability. It advises employees of their rights, and the procedure to follow when requesting a reasonable accommodation due to a disability confirmed by a medical entity.

In addition, the Unit intervenes in instances where an approved accommodation has not been implemented at the work site.

CONTRACT COMPLIANCE UNIT

The EEO Contract Compliance Unit monitors and evaluates the Equal Employment Opportunity Contract approval process.

BERS requires that vendors doing business with the organization provide the EEO Office with an acceptable written Affirmative Action Plan (AAP) for Contracts of $100,000 or more. EEO Office offers technical assistance and provides samples of Affirmative Action Plans for vendors.

TRAINING

In addition to providing basic training on the **BERS** Non-Discrimination Policy, EEO Office provides tailored workshops conducted by the Department of Citywide Administrative Services (DCAS) and such training for **BERS** employees on such topics as sexual harassment, the complaint process and diversity/sensitivity awareness in the workplace.

DIVERSITY MANAGEMENT UNIT

The Diversity Management Unit promotes and monitors compliance with the 2009 Amendments to the School Governance Law relating to diversity and inclusion in hiring, retention and Minority and Women-owned Business Enterprise (MWBE) procurement.

Working toward diversity and inclusion is an ongoing goal that the Board of Education Retirement System strives to achieve. The compliance with 2009 Amendments to the School Governance Law, prepares an annual Diversity and Inclusion Plan for BERS. The Plan highlights the initiatives taken by **BERS** to advance diversity in hiring and MWBE procurement pursuant to the 2009 amendments to the School Governance Law. Each year, the Plan will be presented to the BERS Board of Trustees. **BERS** remains committed to diversity and inclusion for all employees, applicants, and vendors.

GOVERNMENTAL AGENCIES

N.Y.C. COMMISSION ON HUMAN RIGHTS

40 Rector Street, 10th Floor
New York, NY 10006
(212) 306-7450

NEW YORK STATE DIVISION OF HUMAN RIGHTS

1 Fordham Plaza, 4th Floor
Bronx, NY 10458
(718) 741-8400

U.S. DEPARTMENT OF EDUCATION

Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005
(646) 428-3900

U.S. DEPARTMENT OF LABOR

New York District Office
ESA- Office of Federal Contract Compliance Programs (OFCCP)
26 Federal Plaza, Room 36-116
New York, NY 10278
(212) 264-7743

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISION

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
(212) 336-3620