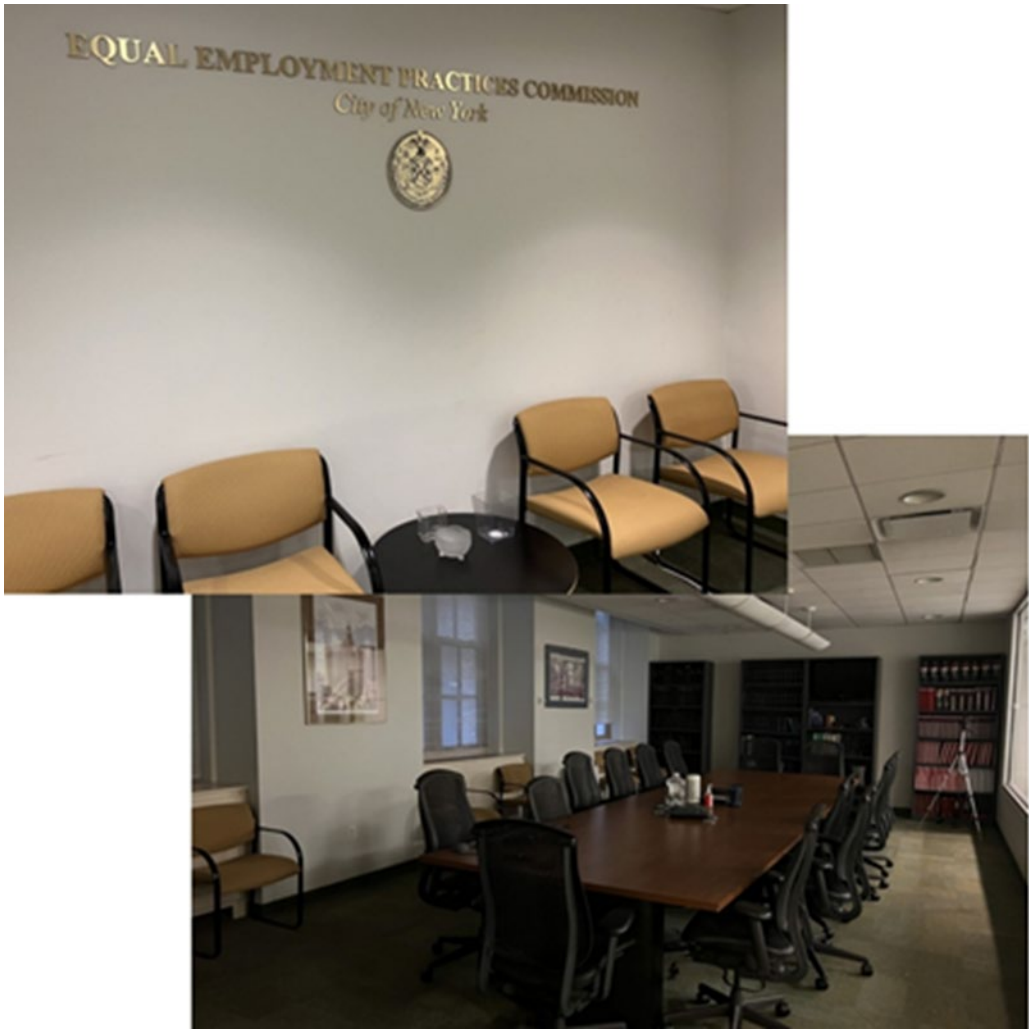


**Equal Employment Practices Commission's
Local Law 12
5-Year Accessibility Plan**



I. Background

Created by the 1989 amendment to the New York City Charter (City Charter), the Equal Employment Practices Commission (EEPC) is an independent, non-mayoral oversight entity tasked with reviewing, evaluating, and monitoring the employment procedures, practices and programs of New York City agencies, entities and offices of elected officials to maintain an effective affirmative employment program of equal employment opportunity (EEO) for minority group members and women who are employed by or who seek employment with City agencies. The City Charter authorizes the EEPC to make a determination that any City entity's plan, program, or procedure does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action it prescribes. The EEPC exercises its jurisdiction only over those City entities for which the majority of the board members are appointed by the Mayor, or the majority of the board members serve by virtue of being City officers or if the entity is funded, in whole or in part, by the City treasury.

In addition to its oversight of City EEO programs, Local Law 13 of 2019 requires the EEPC to analyze citywide racial and ethnic classification underutilization and annually publish a report of its findings and recommendations, including but not limited to recommendations for citywide corrective actions, including legislative, regulatory and budgetary changes to address chronic or systemic underutilization, reach citywide affirmative employment objectives, and increase diversity in the recruitment, selection, retention and promotion of City employees.

EEPC's Board of Commissioners consists of five members, who are appointed for four-year terms. Board meetings are held at least once every eight weeks in the EEPC's conference room. The Board is empowered, among other things, to conduct studies or investigations and hold hearings as may be necessary to determine whether agencies are in compliance with the equal employment opportunity requirements of the City Charter. For the purpose of ascertaining facts, the Commission has the power to compel the attendance of witnesses, to administer oaths and examine such persons as they may deem necessary. Attendance at Board meetings may consist of the EEPC Board of Commissioners, Executive Director, Executive Agency Counsel, Director of Compliance, Director of Research, and the Manager of EEO Analysis and Audit. Board meetings may be attended by the public, either in person or virtually.

Any member of the public or EEPC stakeholders and affiliates who seek assistance with accessibility or inclusion at the EEPC, or wish to provide comments regarding the EEPC's Accessibility Plan may contact Imani Bowen, the EEPC's Disability Services Facilitator, as follows:

Imani Bowen
EEPC Disability Services Facilitator
253 Broadway, Suite 602
New York, NY 10007
212-615-8938
ibowen@eepc.nyc.gov

Additionally, the EEPC's Website Accessibility Statement may be accessed here: <https://www.nyc.gov/site/eepc/about/eepcwas.page>.

This 5-Year Accessibility Plan has been prepared by the EEPC's Disability Services Facilitator (EEPC's DSF), as required by Local Law 12 of 2023, which requires New York City agencies to post a website accessibility statement, develop and implement a five-year accessibility plan, provide annual progress reports with regards to the five-year plan and provide updates to the plan every three years. Grievances related to accessibility should be submitted to the EEPC's DSF. The grievance procedure for accessibility matters is overseen by the EEPC's DSF and appeals of EEPC's DSF grievance determination may be filed with the EEPC's Executive Director.

II. EEPC's 5-Year Accessibility Plan

A. Physical Access

- The EEPC is located in the following City-owned facility:

City-owned building:

253 Broadway, New York, NY 10007

Leased space:

Suite 602

- The Department of Citywide Administrative Services (DCAS) is responsible for maintaining accessibility within the common areas in the City-owned building set forth, above. For information on the common areas of City-owned buildings, please see DCAS' 5-Year Accessibility Plan, which may be found on its website: <https://www.nyc.gov/site/dcas/about/accessibility.page>
- The EEPC is responsible for maintaining accessibility within its leased space. EEPC's DSF will work with DCAS on any accessibility issues that arise and will annually contact building management to ensure the building continues to comply with New York City accessibility codes and ordinances.
- At this time, no physical access issues have been raised by EEPC staff or by members of the general public. The EEPC's DSF will annually review the EEPC's Accessibility Plan to determine if any adjustments are needed.

B. Digital Access

The EEPC is committed to ensuring that access to its digital content is accessible by all users. Towards that end, the EEPC's DSF will take the following actions:

- The EEPC will continue to conduct periodic self-evaluations of its digital content and will prioritize digital assets for accessibility enhancements, during this 5-Year Plan;
- "Alt text" (Alternative text that describes the appearance or function of an image on a page) will be available on the EEPC's website;
- Closed Captioning will be available for all videos posted on the EEPC's website and social media platforms;
- Transcripts of Board meetings will be made available upon request;
- The EEPC's DSF will continue to take training on making digital content accessible and how to create that content in an accessible manner;
- The EEPC will take other actions, as needed, to ensure accessibility of its content.

C. Programmatic Access

Although the EEPC is not a public-facing agency, it does hold Board meetings in which the public is invited to attend, either physically or virtually. Notices of upcoming Board meetings are published in the *City Record* newsletter at least seven days prior to the meeting. The notice of meeting includes blind or low vision and assistive listening (telephone) accessibility options for those that require those options to attend the meeting. The notice also includes a provision to contact the EEPC's DSF regarding accessibility questions, comments, issues or requests no later than three (3) days before any scheduled meetings or events.

D. Effective Communications

The EEPC will use the tools necessary to effectively communicate with the disabled community. The EEPC will provide large print versions of documents on its website, upon request. The EEPC's website also allows the ability to translate text into various languages, and display the website in large text font. In 2024, the EEPC's DSF will inform all staff of the accessibility tools that are available, train staff on how to use these tools, and include a statement in the EEPC's *Annual Agency Head*

Policy Statement, to memorialize the EEPC's commitment to building effective communication for all users of its website.

The EEPC will also build effective communications by:

- Transitioning the EEPC's video-conferencing system from WebEx to Microsoft Teams, which will allow better options for closed captioning and written transcripts of recorded meetings.
- The EEPC's DSF and other EEPC staff will receive additional training on providing and enhancing the accessibility of digital content.

E. Workplace Inclusion

- EEPC staff are required to take *Disability Etiquette and Awareness* training every two years. The EEPC's Principal EEO, Diversity & Inclusion Officer will ensure that the training is taken by all current employees and all new hires, within 30 days of their start date. In addition, the EEPC's Principal EEO, Diversity & Inclusion Officer will supplement the mandated training by providing in-house training on the accessibility tools that are available to the EEPC for its website and social media platforms, if any, so that all staff are knowledgeable of what tools are available to the EEPC.
- The Human Resources and Disability Services Facilitator will ensure that a statement is included in all interview confirmation letters and email communications that applicants and candidates for employment with the EEPC may request a reasonable accommodation, if needed. Furthermore, pre-employment documents can also be available in other accessible formats, such a large print, if requested.
- The EEPC's DSF will annually confirm with building management that a fire and emergency management plan is in place that accounts for employees and visitors with disabilities, including communication disabilities. The EEPC's DSF will post all such confirmations, plans, and accessibility tools that are available to the EEPC on its website.