

Equal Employment Opportunity Guide

For Supported Employment (SEMP) and Cleaning Service Providers

AMSI STANDARD EEO1

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Introduction

Equal Employment Opportunity (EEO) refers to the principle that all individuals should have equal access to employment opportunities and fair treatment in the workplace, without regard to race, color, religion, sex, national origin, age, disability, or other protected status. This guide outlines the applicable laws, employer obligations, and local enhancements under New York State and New York City law, as well as practical implementation tools for the SEMP and cleaning services industries.

1. Protected Characteristics Under EEO Laws

Under federal EEO laws, it is unlawful to discriminate against an employee or job applicant on the basis of:

- Race or color
 - Religion
 - Sex (including pregnancy, sexual orientation, and gender identity)
 - National origin
 - Age (40 or older)
 - Disability
 - Genetic information
-

2. Scope of EEO Protections

EEO protections apply in all aspects of employment, including:

- Recruitment, interviewing, and hiring
 - Compensation and benefits
 - Job assignments and promotions
 - Training and professional development
 - Performance evaluation and discipline
 - Termination or layoff
 - Requests for reasonable accommodation
 - Harassment prevention and complaint resolution
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3. Employer Responsibilities

To comply with federal and local EEO standards, employers must:

- 3.1 Post EEO notices prominently in the workplace
 - 3.2 Avoid discrimination and harassment in any employment practices
 - 3.3 Provide reasonable accommodations for individuals with disabilities or religious observances
 - 3.4 Ensure that compensation, promotion, and training are based on merit and not discriminatory criteria
 - 3.5 Prevent and prohibit retaliation against individuals who report or oppose discrimination
 - 3.6 Conduct staff and supervisor training to reinforce nondiscrimination practices
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4. Key Federal Laws and Regulations

- Title VII of the Civil Rights Act of 1964
 - Americans with Disabilities Act (ADA) of 1990
 - Age Discrimination in Employment Act (ADEA) of 1967
 - Genetic Information Nondiscrimination Act (GINA) of 2008
 - Executive Order 11246 (applicable to federal contractors)
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5. Federal Enforcement Agencies

5.1 Equal Employment Opportunity Commission (EEOC)

- Phone: 1-800-669-4000
- Website: www.eeoc.gov

5.2 Office of Federal Contract Compliance Programs (OFCCP)

- Applicable to organizations with federal contracts
 - Website: www.dol.gov/agencies/ofccp
-

6. Additional Protections in New York State and New York City

6.1 New York State Human Rights Law (NYSHRL)

Administered by the **New York State Division of Human Rights (DHR)**, this law provides protections beyond federal law in employment, housing, credit, and public accommodations.

Additional protected categories include:

- Marital or familial status
- Domestic violence victim status
- Arrest or conviction record
- Lawful off-duty conduct (e.g., political activity, smoking)
- Gender identity or expression
- Sexual orientation
- Religious observance (e.g., Sabbath)
- Caregiver status

Contact Information

- Phone: 1-888-392-3644
- Website: <https://dhr.ny.gov>

7.2 New York City Human Rights Law (NYCHRL)

Enforced by the **New York City Commission on Human Rights (CCHR)**, this local law is among the most comprehensive in the U.S.

Additional protected categories include:

- Caregiver status
- Unemployment status
- Credit history (with exceptions)
- Status as a victim of stalking, sexual offenses, or domestic violence
- Language or accent (unless job-related)
- Immigration or citizenship status

Contact Information

- Discrimination Helpline: 718-722-3131
- Inquiries Line: 212-416-0197
- Website: <https://www.nyc.gov/humanrights>

7.3 Filing Notes

- Complaints may be filed with federal (EEOC), state (DHR), or city (CCHR) agencies.
- Dual filing is permitted, and agencies coordinate in many cases.
- Anti-retaliation protections apply under all laws.

Annex A – EEO Notice for SEMP Programs

Equal Employment Opportunity Notice (Plain Language)

Your Rights at Work – EEO Notice

Everyone has the right to be treated fairly and equally at work.
No one can treat you unfairly because of your:

- Race or skin color
- Age (if you're 40 or older)
- Gender or gender identity
- Religion
- National background
- Disability
- Sexual orientation

You also have the right to:

- Be safe at work
- Get help if you're treated unfairly
- Ask for changes if you need help doing your job (like equipment or schedule changes)

If you feel you are being treated unfairly:

Talk to your job coach or supervisor
OR call the EEOC at 1-800-669-4000
Website: www.eeoc.gov

Suggested Placement in SEMP Settings

- Dayhab or program room bulletin boards
- Job coach offices
- Shared breakrooms or transitional spaces

- Digital formats: tablets, communication boards, audio or visual supports
 - Accessible formats (e.g., pictograms, large print)
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Annex B – EEO Notice for Cleaning Service Industry Equal Employment Opportunity Notice (Standard Language)

Equal Employment Opportunity (EEO) Notice

This workplace complies with all EEO laws.
We do not discriminate based on:

- Race
- Color
- Religion
- Sex (including pregnancy, gender identity, or sexual orientation)
- National origin
- Age (40 or older)
- Disability
- Genetic information

Harassment or retaliation of any kind is not permitted.

If you experience or witness discrimination, report it to your supervisor, human resources, or contact:

EEOC (Equal Employment Opportunity Commission)

Phone: 1-800-669-4000

Website: www.eeoc.gov

Suggested Placement in Cleaning Service Workplaces

- Timeclock or attendance areas
 - Custodial storage rooms or cleaning supply stations
 - Staff breakrooms or common bulletin boards
 - Use of multilingual versions recommended (e.g., Spanish, Haitian Creole)
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