

**Meeting of the Board of Water Commissioners
Of the Manhasset-Lakeville Water District
In the Town of North Hempstead
In the County of Nassau, New York
August 4, 2026**

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At a regular meeting of the Board of Water Commissioners of the Manhasset-Lakeville Water District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Water District Office, 170 East Shore Road, Great Neck, New York, on August 4, 2026 at 4:00 p.m. (Prevailing time),

There were present:

Commissioner(s): Honorable Mark Sauvigne, Chairman of the
Board of Water Commissioners

Honorable Steven Flynn, Water District
Treasurer (via face-time)

Honorable Brian Morris, Water District
Secretary

Also present: Superintendent Paul J. Schrader
Business Manager Hilary Grossman
Engineer Joe Todaro
Counsel Christopher Prior

* * *

Meeting called to order by the Chairman at 4:00 p.m.

Minutes of the previous meeting to stand approved by the Board.

Incoming and outgoing communications were considered by the Board.

Superintendent Schrader provided documentation with the activities of the Water District for the current week. General discussions were held relating to the operation of the District as follows. Discussions were held on each project.

Shelter Rock AOP	CP in contact with NC attorney
Spruce Ponds	Metes and Bounds written and drawn given to Spruce Ponds.
C.U.S.I	Working on GAP questionnaire
Searingtown AOP	Waiting on final DOH approvals. Bid date?
Thomaston Tank Rehabilitation	USG says T-Mobile poised to sign off, AT&T negotiations.
Campbell Well #1 PFAS	NCDOH samples next.
Propel NY	Final agreement from Propel. School Districts sue.
275 Old Shelter Rock Road	H2M in contact with developer.
ESR Ops Roof	New roof complete. Waiting on invoice.
100 Expressway	H2M in contact with developer.
Lead & Copper	Sampling underway.
Jason Canales	Jason Canales now gainfully employed
Jen Zheng	Munsey Tank Park Ave property. Request to clear \$3,200
USGS	Agreement for signature 2026-2027
Polling Place	Company 5 notice of change in polling place.

**RESOLUTION OF THE MANHASSET-LAKEVILLE
DISTRICT
RELATING TO APPROVAL OF CLAIMS
ORGANIZATION NUMBER 1**

To the Treasurer:

I certify that the claims submitted for approval were audited by the Board of Commissioners of the Manhasset-Lakeville WATER District on 8/04/2026 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated.

Commissioner Morris
Manhasset-Lakeville Water District

Date: 8/04/2026

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 8/04/2026, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville WATER District and,

WHEREAS, the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

The proposed payment is for a valid and legal purpose.

The obligation was incurred by an authorized official.

The goods or commodities for which payment is claimed were actually rendered.

The obligation does not exceed the available appropriation.

The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

RESOLVED to approve payment to the vendors identified based upon the board approval on this date.

The adoption of the foregoing Resolution (#W149-26) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn

Nays: None

Commissioner Sauvigne made a motion, seconded by Commissioner Flynn to go into an Executive Session at 4:44pm. All in favor.

The adoption of the foregoing Resolution (#W150-26) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

Commissioner Sauvigne made motion, seconded by Commissioner Flynn that the Board terminate the Executive Session and return to regular session at 4:52pm. Employee Matters. No action taken.

The adoption of the foregoing Resolution (#W151-26) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT RELATING TO
APPROVAL OF EXPENDITURES**

Commissioner Flynn proposed the following motion, seconded by Commissioner Sauvigne

WHEREAS, the purchase of goods and services identified and presented to the Board of Commissioners this date, 8/04/2026 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Water District,

NOW, THEREFORE, it is hereby

RESOLVED to approve purchase to the vendors identified on Board of Commissioners Expenditure Request form submitted to the Board by the Supervisor as follows:

Approval of Expenditures:

VENDOR	DESCRIPTION	AMOUNT	BUDGET NUMBER	PURCHASE SUPPORT
T. Mina	6-6" MJ Gate Valves	\$7,345.80	8340 260	AC
Cellgen Power	Custom built Genset Housing	\$24,227.50	8320 476	AC
TOTAL	REQUESTED	\$31,573.30		

The adoption of the foregoing Resolution (#W152-26) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn

Nays: None

The Board of Commissioners has adopted the revised Manhasset Lakeville Water District Gender-Based Violence and the Workplace Policy in the form attached as Exhibit A.

The adoption of the foregoing Resolution (#W153-26) was duly put to a vote on roll call, which resulted as follows:

Ayes:	Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays:	None

There was no board correspondence.

Meeting adjourned at 5:22p.m. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on August 4, 2026.

Brian J. Morris, Secretary

:ap

EXHIBIT A

**Manhasset-Lakeville Water District
GENDER-BASED VIOLENCE AND THE WORKPLACE POLICY**

Purpose

Gender-based violence occurs within a broad spectrum of relationships; therefore, the Manhasset-Lakeville Water District (hereinafter, the “Agency”) will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. The Agency recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place

Gender-Based Violence does not need to occur in the workplace for the policy to apply. Employees who experience gender-based violence outside the workplace are still covered by the policy.

The importance of a responsive gender-based violence workplace policy cannot be overstated. Studies show stable employment increases survivor safety. It can offer survivors a “level of independence that lessens an abuser’s ability to control them as well as increase their ability to escape violence.” The Centers for Disease Control and Prevention estimates intimate partner violence, a form of gender-based violence, has a lifetime cost of \$1.3 trillion in lost productivity for both offenders and victims.

The Agency, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements¹, contractual obligations, or collective bargaining agreements, designates and directs appropriate management and supervisory staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions
- II. Persons Covered by the Policy
- III. Statement of Confidentiality
- IV. Survivor Rights
- V. Agency Responsibilities
- VI. Non-Discrimination and Responsive Personnel Policies
- VII. Non-Retaliation Policy

¹ When gender-based violence constitutes sexual harassment, see the Agency’s Sexual Harassment Prevention Policy.

- VIII. Workplace Safety Plans
- IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence
- X. Training
- XI. Firearms
- XII. Violations of Policy

I. Definitions

Unless otherwise noted, the Office for the Prevention of Domestic Violence ["OPDV"] defines the terms below for the purposes of this policy:

- a. Gender-Based Violence: Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- b. Domestic Violence: A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, and dating abuse.
- c. Sexual Violence: Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment, and sexual abuse. These acts may or may not be crimes.
- d. Stalking: An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress, or safety concerns for the victim.
- e. Coercive Control: An act or pattern of acts, threats, humiliation, or intimidation that is used to harm, punish, or frighten.
- f. Sexual Harassment: Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law § 296 and Labor Law § 201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:
 - i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or
 - ii. made, explicitly or implicitly, a term or condition of employment; or
 - iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace can report it to the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law, a formal complaint can be filed, and the Division of Human Rights will investigate. If violations of the Human Rights Law are found, the Division can order a wide variety of remedies ranging from financial compensation to changes in an employer's policies.

- g. Survivor-Centered: An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.
- h. Trauma-Informed: An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.
- i. Culturally Responsive: A holistic approach to supporting and assisting survivors that recognizes a person's complex identity and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.
- j. Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1): Any person over the age of sixteen, any married person, or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and
 - i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and
 - ii. Such act or acts are or are alleged to have been committed by a family or household member
- k. "Family or household members" means the following individuals pursuant to NYS Social Services Law § 459-a (2):
 - i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);
 - ii. persons legally married to one another;
 - iii. persons formerly married to one another, regardless of whether they still reside in the same household;

- iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;
 - v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
 - vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
 - vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services’ regulations.
- l. “Parent” pursuant to NYS Social Services Law § 459-a (2): means a natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.
 - m. Victim or Survivor: A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.
 - n. Perpetrator or Abusive Partner or Person who Causes Harm: A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.
 - o. Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”): An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
 - p. Workplace: For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.

- q. Gender-Based Violence Liaison (GBVL): The Agency Administrator or such other officer or employee as the Agency may appoint either from time to time or with regard to a particular incident.
The OPDV encourages the GBVL to attend trainings and review materials from OPDV as well as local service providers in its community to enhance its knowledge of gender-based violence and information about local resources.
 - r. Local Service Providers: An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.
- II. Persons covered by this policy
- This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for the Agency in any official work capacity. Whenever practical, this policy also covers consultants, contractors, and other individuals on Agency property.
- III. Statement of Confidentiality
- The Agency recognizes and respects the employee's² right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee's written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the worksite. If such a situation arises, the Agency will:
- a. Inform the victimized employee of the actions the Agency will take.
 - b. Share information only with the specific employees who need to know.
 - c. Limit the information shared to only what is necessary.
 - d. Consider requiring employees who receive this sensitive information to sign a confidentiality agreement, committing to use it only for its intended safety purpose.
- IV. Survivor Rights
- Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law.

² In the event that a non-employee becomes a victim, the relevant provisions of this policy shall be deemed to include them.

This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

a. Employees have the right to:

- i. Disclose or not disclose experiences or details of gender-based violence.
- ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
- iii. Be free of discrimination and retaliation in seeking such accommodation.
- iv. Access gender-based violence services.

b. The Agency may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

OPDV recommends not requiring documentation whenever possible as that may require them to disclose confidential or privileged information. To be survivor-centered, trauma-informed, and culturally responsive, OPDV encourages employers to accept an employee's statement that they are a victim of gender-based violence as sufficient proof.

V. Agency Responsibilities

- a. The Agency shall implement the Gender-Based Violence and the Workplace policy.
- b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e., restrooms, kitchen, and any other frequently used areas.) The information should include:
 - i. the New York State Employee Assistance Program (EAP) [1-800-0244; nyseap@eap.ny.gov] information, if applicable,
 - ii. the name of the GBLI,
 - iii. the NYS Domestic and Sexual Violence Hotline Number (1-800-942 6906), Chat and Text Line (1-844-997-2121), and
 - iv. Contact information for local gender-based violence programs.
- c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in this policy, such as a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.
- d. Offer support to those victimized through the following minimum steps:
 - i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.

- ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence.
- iii. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
- iv. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
- v. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.
- vi. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.
- vii. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.
- e. The GBVL must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. It can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.
- f. Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the GBVL to receive referrals and resources as outlined above.

VI. Non-Discrimination and Responsive Personnel Policies

All the Agency policies and procedures must not discriminate and should be trauma-informed, survivor-centered, and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it to the New York State Division of Human Rights for potential investigation and remediation. Responsive personnel policies can

increase the stability of gender-based violence survivors and help them navigate safety.

- a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;
 - i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.
 - ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.
 - iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.
 - iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.
 - v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.
 - vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.
- b. Use of Safe Leave: The Agency shall allow any employee who has disclosed its status as a victim of gender-based violence (or disclosed that a family member is a victim of gender-based violence) and must be out of work for a reasonable time, to use accrued sick leave, known as safe leave, for the purposes outlined in Labor Law § 196-b(4).
- c. Leave Options: Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence or chooses not to charge leave accruals, the absence shall be treated as leave without pay.
- d. Continuation of Benefits: Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the Agency to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations, and organization policy.
- e. Notice of Absence: Employees who must be absent to utilize accommodations as listed in this section shall provide the Agency

Administrator with reasonable advanced notice of the absence when possible.

- f. Time Off for Legal Proceedings: With not less than one business day's prior notice, the Agency shall grant time off, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by Penal Law § 215.14.
- g. Privacy and Documentation: There may be occurrences when an employee is absent due to incidents of gender-based violence where they are unable to follow organizational protocol to report the absence. In that situation, the employee may lack documentation, may be unable to obtain documentation, or may not want to share documentation containing confidential information. Under New York State Labor Law, the Agency may not require the disclosure of confidential information relating to an absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing sick or safe leave.
- h. Changes to Benefits: Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.
- i. Work Performance Impact: The Agency recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons.
 - i. If performance is affected as a result of being a victim of gender-based violence, the Agency will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, to the extent practicable, if any, since not all employees' requests for assistance can be accommodated, referrals to the GVBVL or EAP, if applicable, and/or the local domestic violence service provider.
 - ii. OPDV is available for case-specific technical assistance as needed.
 - iii. Employees will be given clear information on performance expectations, priorities, and performance evaluations.
 - iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to EAP, if applicable, domestic violence program, or other relevant

services, consistent with existing collective bargaining unit agreements, statute, regulations, and organization policy.

- j. Termination and Unemployment Eligibility: If reasonable measures have been exhausted and the work performance issue remains and the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance, and the Agency shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. [Labor Law § 593(1)(b)(i)]
 - k. Protection Against Sexual Harassment: Sex, sexual orientation, gender identity, gender expression, and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law. Sexual harassment is a form of sex discrimination and is also prohibited under the New York State Human Rights Law § 296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions, or privileges of employment.
 - l. Reporting Discrimination or Harassment: For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence, or observes discrimination in the workplace, the employee may file a complaint with the Agency.
 - i. Any complaint of potential discrimination, whether verbal or written, must be investigated. NYS Labor Law § 593(1)(b)(i)
 - ii. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to [person or office designated].
 - iii. the Agency shall maintain the confidentiality of the complainant to the extent practical.
 - iv. Any employee in NYS may file a complaint with the New York State Division of Human Rights.
- VII. Non-Retaliation Policy
- a. The Agency shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

- b. The Agency will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.
- c. Retaliatory practices may include, but are not limited to:
 - i. Commencing discipline against victimized employees for actions taken to promote their safety
 - ii. Fewer promotions
 - iii. Inappropriate jokes
 - iv. Comments that communicate bias or minimization
 - v. Excluding the employee from conversations, etc.
 - vi. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff
- d. Retaliation may be carried out by anyone, not just the original perpetrator.
- e. Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. If you believe you have been subject to retaliatory practices, please see Section XIV: Violations of Policy.
- f. Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

VIII. Workplace Safety Plans

- a. Orders of Protection: The Agency shall comply and assist with the enforcement of all known Orders of Protection (OP). If requested by the victim or by law enforcement, the Agency will provide any relevant information regarding an alleged OP violation.
 - i. Disclosing an Order of Protection: If an employee has an active OP, they are encouraged to disclose it to the GBVL. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the Agency in implementing a safety plan.
 - ii. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the GBVL shall retrieve and present the order.
 - iii. Employees with general safety planning needs should be referred to the local domestic or sexual violence program. OPDV can also provide technical assistance related to workplace safety planning [workplace@opdv.ny.gov].
 - iv. Employees should notify the GBVL in the event of a relevant modification or revocation of the OP.
- b. Developing a Safety Plan: When requested by the victim, the GBVL will work with the employee to develop a plan on how best to increase

safety for the victim, other employees, and the workplace. Options may include, but are not limited to:

- i. Providing the Police with a copy of the OP and a photo of the perpetrator;
- ii. Allowing the employee to move to a different work location, either temporarily or permanently; and
- iii. Providing employees with an escort for entry and exit from the worksite.

IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence

The Agency will hold accountable and shall subject to corrective or disciplinary action any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The following behaviors are prohibited under the policy:

- a. Using the authority of their employment and/or misusing any workplace resources in order to
 - i. negatively impact any victim of gender-based violence;
 - ii. assist a perpetrator in locating a victim;
 - iii. assist a perpetrator in perpetrating any act of gender-based violence; or
 - iv. protect a perpetrator from receiving appropriate consequences.
- b. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

Disciplinary actions may include, but are not limited to:

- a. Administrative leave;
- b. Cease and desist memo;
- c. Removing/modifying the chain of supervision pending an official report;
- d. Relocation of the employee alleged to have abused to another work site;
- e. Surrender of work cell phone, laptop, etc.;
- f. Revocation of permanent employment status (reverting to contingent or probationary status);
- g. Termination.

X. Training

Gender-based violence can be complex. Although not required, the GBVL is encouraged to attend OPDV's free and publicly available trainings and utilize the resources available on the OPDV website and consider attending additional trainings and review materials developed by local service providers.

XI. Firearms

- a. Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime, or who is subject to any Order of

Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances.

- b. In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the organization if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.
- c. Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute, or regulations. In addition, law enforcement may be notified of possible criminal action.

XII. Violations of Policy

- a. The Agency shall investigate complaints of policy violations.
- b. The Agency shall not retaliate against the filer for filing a complaint.
- c. Employees may also report alleged violations of the New York State Human Rights Law to the New York State Division of Human Rights.