



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

Tomás Ávila
Associate Director
Division of Equity, Diversity and Inclusion
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VIA EMAIL AND INTERDEPARTMENTAL

May 18, 2023

Carol Ventura, Executive Director
RI Housing
44 Washington Street
Providence, RI 02903
cventura@rihousing.com

RE: Approved RI Housing Affirmative Action Plan (AAP), July 1, 2022 - June 30, 2023

Dear Executive Director Ventura,

Please accept this correspondence as notification of approval for **RI Housing** Affirmative Action Plan (AAP) for the period covering July 1, 2022 - June 30, 2023.

It is essential to follow the policies outlined in the AAP for dissemination, including but not limited to distribution to all managers and supervisors as well as posting the approved plan on **RI Housing** website.

If you should have any questions or concerns, please do not hesitate to contact us. Thank you.

Sincerely,

/s/ **Tomás Ávila**

Tomás Ávila, Associate Director

Division of Equity, Diversity and Inclusion

TA/bh
Enclosure

cc: Whitley Werts (via email wwerts@rihousing.com)

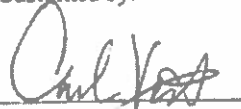
EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER

Sean Holley (via email sean.holley@doa.ri.gov)

Bearee Henglatsamy (via email bearee.henglatsamy@doa.ri.gov)

AFFIRMATIVE ACTION PLAN
RIHOUSING
44 WASHINGTON STREET
PROVIDENCE, RI 02903
(401) 457-1234
JULY 1, 2021 – JUNE 30, 2022

Submitted by:



Carol Ventura
Executive Director
RIHousing

3/8/2023

Date

Accepted by:



State Equal Opportunity Office

April 4, 2023

Date

Approved by:



State Equal Opportunity Office

04/05/23

Date

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AGENCY ORGANIZATION AND STRUCTURE

RIHousing is a quasi-public agency chartered in 1973 by the General Assembly with such purpose and powers as set forth in Chapter 55 of Title 42 of the Rhode Island General Laws of 1956, as amended from time to time, to encourage the investment of private capital and stimulate the construction and rehabilitation of residential housing and health-care facilities through the use of public financing, to provide construction and mortgage loans and to make provisions for the purchase of mortgage loans.

The quasi-public agency's housing and mortgage programs have been financed through tax-exempt bonds and notes to private investors. RIHousing operates at no cost to Rhode Island taxpayers with its operating expenses supported from fees and earnings received from its various multi-family and single-family homeownership financing and programs.

RIHousing is governed by a seven-member Board of Commissioners. RIHousing's Board provides overall policy direction in managing business activities, as well as providing oversight, strong fiscal management, and setting long-term goals for meeting Rhode Island's housing needs. The Board's commitment of time and energy contributes to an improved quality of life for thousands of Rhode Islanders.

The Board of Commissioners established RIHousing's organization to consist of five divisions and an executive office. The divisions are Homeownership, Leased Housing and Rental Assistance, Development, Loan Servicing, and Finance. By law, the Executive Director is appointed by the Board of Commissioners. All other employees are appointed by the authority of the Executive Director. RIHousing employees are not employees of state government and are not covered by civil service laws. All personnel regulations, pay scales, work rules, benefits, and employment procedures are established by RIHousing. Purchases are made through the agency's Executive Division, independent of the State's purchasing office. RIHousing received no federal funds and is not considered a "recipient" within the meaning of Title VI, Title IX, or the Rehabilitation Act.

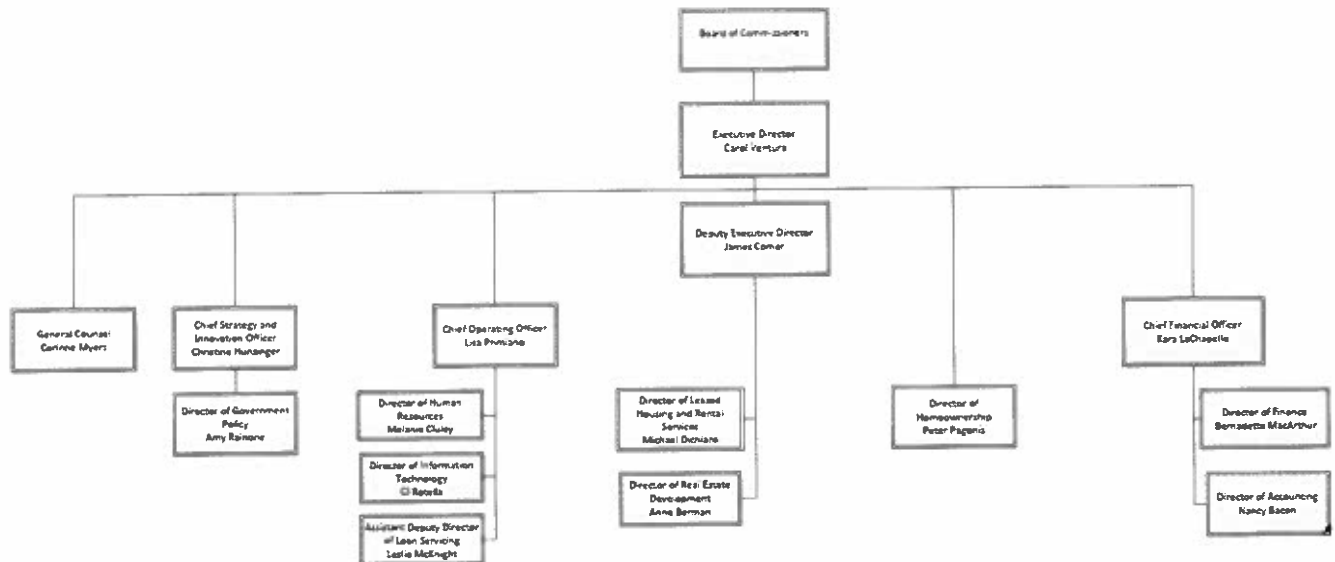
As an instrument of the State, however, RIHousing is bound by its enabling legislation to abide by equal opportunity and affirmative action requirements in employment and in the design and administration of its programs. Every aspect of corporate activity has been reviewed and will continue to be monitored as to its conformance to these important obligations.

RIHOUSING BOARD MEMBERS

James Thorsen	Vice Chairperson, Ex Officio
Elizabeth Dwyer	Member, Ex Officio
Maria Barry	Member
James A. Diossa	Member, Ex Officio
Kevin Orth	Member
Stephen McAllister II	Member

See Organizational Chart (Page 6)

Executive Structure



Rev: 01.09.23

PLAN ADMINISTRATION

RIHOUSING POLICY ON UNLAWFUL HARASSMENT (Including Sexual Harassment)

RIHousing has always maintained that every employee has the right to work in an environment free from any type of harassment that would hinder an individual from contributing and developing to the maximum of his or her potential. The accomplishment of this goal is essential to the mission of the organization. Recognizing and respecting the different values and backgrounds of each employee is the key to developing an awareness of and sensitivity to conduct that could be construed as offensive. In order to provide an atmosphere in which individual differences are valued and respected, RIHousing does not tolerate harassment of any form including, but not limited to, harassment on the basis of race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status. Verbal or physical conduct or behavior that is insulting or derogatory to an individual based upon race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status is prohibited. Harassment in violation of this policy can include, for example, racial, ethnic, sexual, or religious insults or jokes or unwelcome comments or conduct or stereotyping based on one of the above-delineated protected classifications. These types of harassment will result in disciplinary action, up to and including discharge from employment.

Sexual Harassment:

Harassment of an employee by a Supervisor or co-worker based on sex is illegal. Verbal or physical conduct by a Supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities, is prohibited. While it is difficult to define sexual harassment precisely, it does include, for example, any unwelcomed sexual advances such as unwanted hugs, touches or kisses, requests for sexual favors and/or other verbal or physical conduct of a sexual nature such as degrading, suggestive or lewd remarks or noises, dirty jokes, derogatory or pornographic posters, cartoons, or drawings when the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, offensive or hostile work environment. Sexual harassment can take many forms and may be physical, verbal, or visual. Sexual harassment can include repeated offensive or inappropriate flirtation, advances or propositions, repeated verbal abuse with sexual overtones, graphic verbal commentaries about an individual's body, use of degrading words or names, sexually suggestive displays or pictures and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment such as the threat or suggestion that continued employment, advancement, assignment, or earnings depends on whether the employee will submit to or tolerate harassment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile, or offensive work environment.

It is a violation of this policy for Supervisors, Managers, or any other employee to compromise the authority of their position to control, influence or affect the career, salary, or job of another employee (or prospective employee) through any form of sexual harassment. Violations of this policy will not be permitted and may result in discipline, up to and including discharge from employment.

Filing a Harassment Complaint:

Employees who feel they are victims of sexual harassment by co-workers should report the incident to their immediate Supervisor or Manager. Supervisors or Managers are responsible for taking appropriate corrective action and have the obligation to maintain a positive and productive work environment. Where it is not appropriate or where you do not feel comfortable reporting to your Supervisor, you should bring such incidents to the attention of the Director of Human Resources. The Director of Human Resources, located at 44 Washington Street, Providence, RI 02903, also serves as the Affirmative Action/EEO Officer and can be reached at extension 1217.

The employee assistance program (EAP) provides confidential counseling services to Corporation employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting EAP will not qualify as notification to RIHousing of a potential harassment or discrimination issue. Employees should follow the procedures noted above to notify RIHousing of an issue or complaint.

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the Corporation's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the Corporation and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Retaliation against the employee for complaining about, filing a complaint, or cooperating in an investigation into sexual harassment is prohibited under this policy and is illegal. Violations of this policy will not be permitted and may result in discipline, up to and including discharge from employment.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Rhode Island Commission for Human Rights, 180 Westminster Street, 3rd Floor, Providence, RI 02903 (401-277-2661 or 401-222-2662) and/or the Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (800-669-4000). Federal and State law require that a formal written complaint be filed with the Human Rights Commission or the EEOC in accordance with applicable time limits. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement.

Bad Faith Claims:

Disciplinary action may be taken against individuals reporting a claim in bad faith. "Bad faith" does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims they know to be false or erroneous, for the purpose of hurting someone or damaging his/her reputation or other similar negative purposes (such as for their own personal gain).

RIHOUSING STATEMENT OF POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of RIHousing to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state legislation and executive orders. Therefore, RIHousing will strive to ensure that all employees adhere to the following directives.

RIHousing supports affirmative action and equal opportunity. RIHousing pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status.

All employees and applicants have a right to equal opportunity in all terms, conditions, or privileges of employment, including but not limited to: recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. RIHousing will not discriminate on the basis of race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status. RIHousing is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, veteran status or any other protected class. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will absolutely not be tolerated.

Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for RIHousing is Melanie Cluley, Director of Human Resources.

RIHousing is committed to identifying and eliminating past and present effects of discrimination in employment. In order to achieve this, we will identify those classes of individuals which are underrepresented in our workforce, set goals and timetables for increasing our employment of those underrepresented groups, and implement an Affirmative Action Plan of outreach, recruitment, training, and other similarly designed programs.

The Human Resources Director is responsible for ensuring that the program is coordinated within RIHousing.

As the Executive Director of RIHousing, I assume the responsibility for ensuring that this equal opportunity policy will be carried out within the Organization.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

Names, Titles, Race, and Gender of Members of the Committee

Shahidah Ali Administrative Assistant, Finance 429-1438 1F	Karen Gregory Paralegal 429-1411 5F	HeeJin Kim Marketing Assistant 429-1407 4F
Jay Guthin (terminated 2/2020) Assistant Director, Loan Servicing Specialist 457-1289 5M	Lisa McGregor Sr. Manager Lender Services 429-1458 5F	Roxanne Perez Loan Closing 457-1275 2F
Nishi Kumar (terminated 2/2021) Manager, Government Relations & Policy 429-1448 4F	Hope Lanphear Assistant Director, Leased Housing & Rental Services 429-1409 5F	
Knijia Sailsman (deceased 10/2020) Housing Stabilization Coordinator 277-1562 7F	Bernard White Development Transaction Coordinator 277-1534 1M	Barbara Farrand (terminated 8/21) Director of Human Resources 457-1217 5F

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE NOTES/MINUTES

RIHousing has contracted with the Exeter Group, a consulting firm that partners with organizations across multiple sectors to improve employee and stakeholder equity. A RIHousing Diversity, Equity, Inclusion, and Belonging (DEIB) group was created and met between 2021 -2022, this cross divisional group met to establish a DEIB consultant Request for Proposal (RFP). The group also met to discuss RIHousing DEIB strengths, gaps and to and outline future RIHousing DEIB strategies. This group reviewed all DEIB consultant proposals and selected the Exeter Group.

Names, Titles, Race, and Gender of Members of DEIB RI Housing/Exeter Core Project Committee:

Shahidah Ali Administrative Assistant, Finance 429-1438 1F	Karen Ramieri Payroll & Benefits Generalist 277-1565 5F	Lisa Primiano Chief Operating Officer 457-1148 5F
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Corrine Myers Senior Counsel 277-1552 5F	Boris Sical Systems Engineer 443-1613 2M
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Robert Britto Design and Construction Specialist 457-1284 1M	Brian DeChambeau Manager of Research & Evaluation 443-1615 5M	Melanie Cluley Director of Human Resources 457-1217 2F
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Hope Lanphear
Assistant Director of Leaded Housing & Rental
429-1409
5F

Project Roles and Responsibilities

Role	Responsibilities	Team Members
Core Project Team (Attends regular weekly project meetings)		
Project Manager/Lead	<ul style="list-style-type: none"> Oversees, coordinates, and delegates project components and completion Ensures availability of key resources Liaise with internal parties 	<ul style="list-style-type: none"> OD Project Manager, Exeter
Project Team Members	<ul style="list-style-type: none"> Executes on assigned objectives and activities Escalates identified risks to Project Manager 	<ul style="list-style-type: none"> Lisa Burton, OD Director, Exeter OD Analyst, Exeter Project Coordinator, Exeter Hope Lanphear, Multi Family Compliance Mgr. Corinne Myers, General Counsel Shahidah Ali, Executive Assistant Robert Britto, Design and Construction Specialist Boris Sical, Systems Engineer Brian DeChambeau, Manager of Research & Evaluation
Key Resources (Attends project call as needed)		
Executive Sponsor	<ul style="list-style-type: none"> Advocates project goals and objectives at the highest levels of the organization Maintains alignment with business outcomes Navigates and removes organizational barriers on behalf of the project team 	Lisa Primiano, Chief Operating Officer
Human Resources/Organizational Development Leader	<ul style="list-style-type: none"> Determines project intersections with company policies and practices Allocates and ensures people resource availability 	Melanie Cluley, Director of Human Resources
HRIS Analyst	<ul style="list-style-type: none"> Generates employee data in the requested formats 	Karen Ramieri, Payroll & Benefits Generalist
External customer advocate	<ul style="list-style-type: none"> Provides perspectives of various external customers and other key stakeholders 	Christine Hunsinger, Chief Strategy & Innovation Office
Technology Support Specialist	<ul style="list-style-type: none"> Tests and deploys various programs to ensure necessary systems infrastructure 	Nate Borrero, Sr. Security Engineer
Internal Communications Specialist	<ul style="list-style-type: none"> Identifies an appropriate and effective communication strategy 	Mary Kate Harrington, Manager Public Information

DIVISION HEADS, SUPERVISORS, HUMAN RESOURCES LIAISON

This section of the plan codifies the responsibilities of RIHousing employees.

- 1. The Executive Director and Division Directors** have the responsibility to read and be familiar with the Affirmative Action Plan. They are also responsible for the implementation of the Affirmative Action Plan and for ensuring equal opportunity in all phases of company activity. The Director of Human Resources will review the Company's Affirmative Action Policy with the Division Directors annually. The Division Directors will proactively ensure that EEO policies are complied with in their divisions. The Director of Human Resources and the Division Directors will work together to attain annual affirmative action goals. The Division Directors will work to establish procedures to ensure compliance with the provision of the plan and will actively encourage employees to attend career-enhancing training programs both internally and externally as are available. Division Directors will take positive actions to ensure that all qualified individuals are encouraged to apply for employment, promotion, and training. When interviewing, Division Directors will ensure that positive steps are taken to ensure fairness and equality in all hiring decision. Division Directors are responsible for maintaining a work environment that is free from discrimination and/or harassment.
- 2. Managers and Supervisors** have the responsibility to read and be familiar with this Affirmative Action Plan. As the "first line" of Department leadership, they will ensure that all employees act in accordance with the policies and procedures promulgated herein. Managers and Supervisors will take positive actions to ensure that all qualified individuals are encouraged to apply for employment, promotion and training. When interviewing, they will ensure that positive steps are taken to ensure fairness and equality in all hiring decisions. They are responsible for maintaining a work environment that is free from discrimination and/or harassment. Finally, they are responsible for ensuring that all newly hired personnel complete the Sexual Harassment and Diversity Training and thereafter complete it on an annual basis.
- 3. The Human Resources Liaison** will assist the Equal Opportunity and Affirmative Action Officer/ADA/504 Coordinator and Director of Human Resources in all steps, processes, administration and data tracking/correlating as directed.

DIVERSITY LIAISON

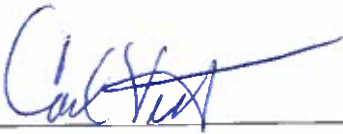
Melanie Cluley, Human Resources Director has been the RIHousing Diversity Liaison since February 2022.

AMERICANS WITH DISABILITIES ACT/504 COORDINATOR

Melanie Cluley, Director of Human Resources, is RIHousing's Equal Opportunity and Affirmative Action Officer and ADA/504 Coordinator. The responsibilities of this appointment include coordination of the implementation of all applicable Federal rules and regulations for RIHousing. Specifically, this entails ensuring company compliance with the mandates of Section 504 of the Rehabilitation Act of 1973.

DISSEMINATION OF PLAN AND POLICY

This Affirmative Action Plan for RIHousing will be disseminated both internally and externally. Internally, the plan will be shared with all RIHousing employees by posting on the RIHousing Intranet. Externally, the Plan will be submitted to the Office of Diversity, Equity and Opportunity (ODEO) State Equal Opportunity Office in the Department of Administration.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

POLICY STATEMENTS

Key policy statements associated with this Affirmative Action Plan are provided beginning on the next page.

POLICY ON COMPLAINTS OF ALLEGED DISCRIMINATION

RIHousing fully endorses and cooperates with the Division of Human Resources' complaint intake and investigation procedure which provides for prompt and fair resolution of complaints alleging discrimination in any area of employment on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity or expression or disability. You may contact the Division of Human Resources at 401-574-8381, Email: HRinvestigations@hr.ri.gov, and access the Complaint Form at www.hr.ri.gov.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

POLICY ON SERVICE DELIVERY

RIHousing is committed to providing fair, courteous, and equitable service to the public. RIHousing will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of RIHousing shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas where the State and RIHousing dollar is spent.

If any person feels that he/she has been discriminated against, he/she may contact Melanie Cluley, Human Resources Director of RIHousing, 44 Washington Street, Providence, Rhode Island 02903. The telephone number is 401-457-1217. Alternatively, he/she may contact the office of Diversity, Equity and Opportunity/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908-5865. The telephone number is 401-222-3090 or eo.compliance@doa.ri.gov.



Carol Ventura
Executive Director
RIHousing

Date: 3/8/2023

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the RIHousing shall require that all contractors and suppliers of goods and services sign contracts containing an Equal Opportunity Clause. The clause shall state that the parties agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11246 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises and Women's Business Enterprises. This policy is and will continue to be posted in conspicuous areas.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

RIHousing is fully committed to meet the specialized affirmative action requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of RIHousing to provide equal opportunity for every employee. The Department encourages qualified individuals with disabilities, disabled veterans and covered veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of equal employment opportunity.

RIHousing will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, disabled veterans and covered veterans, in such a way as to ensure understanding and acceptance.

RIHousing will contact recruiting sources such as Vocational Rehabilitation Services, the Department of Human Services and appropriate educational or training institutions to assist in recruiting qualified individuals with disabilities and covered veterans.

Melanie Cluley, Director of Human Resources, is designated as the 504 Coordinator for RIHousing. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

**COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF
RELIGION OR NATIONAL ORIGIN**

RIHousing will fully comply with all laws and executive orders. RIHousing will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. RIHousing offers employees “personal days” of paid leave that may be used for accommodating religious holidays or obligations.

RIHousing does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal law, state law, and executive orders on discrimination based on sex, RIHousing will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. Written personnel policies indicate that there will be no discrimination on the basis of sex.
4. No distinction based on sex will be made in employment opportunities, wages, and hours of work, employee benefits, or any other condition of employment.
5. Mandatory or optional ages for retirement will be equal for all genders. both males and females.
6. Appropriate physical facilities will be provided for both sexes. Lack of facilities will not be used to reject applicants of either sex.
7. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under RIHousing's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FMLA provisions.
8. Where seniority lists or lines of progression are used they shall not be based on an employee's sex.
9. Salaries and wage schedules will not be based on an employee's sex.
10. As openings occur, RIHousing will take affirmative action to recruit and place women in those jobs in which we have determined that females are under-represented.
11. Women will have equal opportunity to participate in training programs sponsored by RIHousing to the extent that they are under-represented. Special efforts will be made to include women in any management training programs that are offered.
12. RIHousing recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of RIHousing's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.



Carol Ventura

Executive Director

RIHousing

Date: 3/8/2023

RETALIATION OR COERCION STATEMENT

An employee or agent of RIHousing who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) of 1990 or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE

RIHousing has adopted an internal complaint procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to Melanie Cluley, Director of Human Resources who has been designated to coordinate ADA/504 Compliance efforts.

A complaint should be filed writing or verbally. It should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed as soon as possible after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by Melanie Cluley, Director of Human Resources or her designee. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, may be issued and a copy forwarded to the complainant.

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

PROGRAM STATISTICS

Applicant Data

AGENCY: _____

RHousing

DATE: _____

07/01/2021 - 06/30/2022

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade			
							White Male	Minority	Female	Disabled	Veterans								
Accounting Manager		E	0	20			7	5	13	1	3	0	2	0	1	17			
Administration Assistant		F	0	527			32	248	423	12	0	1	0	0	0	3			
Application Intake/Closeout Specialist		F	0	139			6	73	116	0	0	1	0	0	0	3			
Asset Manager Multifamily Compliance		B	0	56			8	33	33	3	1	3	0	0	0	8			
Asset Manager/AF Ancillary Program		B	0	25			4	10	16	6	4	1	1	6	1	8			
Assistant Director-Real Estate Development		E	0	25			8	6	13	0	0	1	1	0	0	17			
Centralized Wait List Specialist		F	0	62			3	41	45	0	0	1	0	0	0	4			
Customer Service Representative		F	0	351			31	196	262	1	0	1	0	0	0	1			
Deputy General Counsel		E	0	16			3	3	13	0	0	1	0	0	0	20			
Design and Construction Specialist		B	0	30			18	10	3	1	0	1	0	0	2	9			
Director of Human Resources		E	0	139			22	31	96	13	0	1	0	0	0	19			
Director/Leased Housing & Rental Svcs		E	0	68			17	31	29	3	5	0	1	0	0	20			
Escrow Representative		F	0	26			5	12	18	0	0	1	0	0	0	3			
Funding and Lock Representative		F	0	37			3	13	23	1	0	0	0	0	0	1			
HAF Program Underwriter		B	0	20			2	11	14	0	0	3	1	0	1	8			
Housing Navigator		F	0	3			0	0	3	0	0	1	0	0	0	4			
Human Resources Generalist		B	0	73			10	26	63	0	0	0	0	0	1	9			
Jr Accountant		B	0	249			27	87	170	15	8	3	2	0	0	4			
Loan Specialist/LEAD		F	0	49			7	28	31	0	0	1	0	0	0	2			
Manager Construction		B	0	16			7	4	4	0	0	0	1	0	1	16			
Manager Loan Servicing Risk		E	0	3			0	1	1	0	0	1	0	0	0	14			
Manager Quality Control		B	0	18			5	4	9	0	0	0	0	0	0	9			
Mortgage Counselor/MD		F	0	48			8	25	27	1	0	1	0	0	1	8			
Mortgage Default Counselor		F	0	9			1	4	7	0	0	1	0	0	1	4			
Mortgage Processor - Closer		F	0	9			0	4	9	0	0	0	0	0	0	2			
Multifamily Financial Officer		B	0	11			0	6	9	0	0	1	1	0	1	8			
Occupancy Specialist - Emergency Housing Voucher Program		F	0	38			0	21	29	0	0	1	0	0	1	2			
Outreach & Marketing Coordinator		B	0	159			0	40	96	0	0	1	0	0	0	4			
Portability Specialist		F	0	4			0	2	3	0	0	0	0	0	0	2			
Program Manager-Ancillary Finance Programs		E	0	29			8	10	17	1	2	1	0	0	0	11			
Program Representative - Technical Assistant		F	0	23			1	16	23	0	0	0	0	0	0	2			
Program Representative-Lease/Rental Assista		F	0	6			0	2	5	0	0	0	0	0	0	2			
Program Representative Rental Assistance		F	0	184			13	106	139	2	0	0	0	0	1	2			
Program Representative, HCVP		F	0	177			9	107	131	28	13	1	1	0	2	2			
Program Specialist - Ancillary Finance		F	0	22			0	13	12	0	0	0	0	0	0	3			
Program Underwriter-Ancillary Finance		B	0	48			6	22	29	13	9	9	1	0	0	8			
Real Estate Development Assistant		F	0	112			11	48	83	0	0	1	0	0	0	2			
Real Estate Development Officer		B	0	31			13	5	13	0	0	2	0	0	1	12			
Staff Accountant		B	0	102			11	36	80	2	0	1	1	0	0	9			
Supervisor Housing Choice Voucher Program		F	0	26			7	26	19	0	0	0	0	0	0	8			
Tax Lien Specialist		F	0	5			0	2	4	0	0	0	0	0	0	4			
Underwriter - Housing Assistance Program		F	0	130			21	62	81	62	17	0	0	0	0	9			
Totals							0	3170	0	0	338	1424	2221	160	62	33	13	0	22

EEO Category
 A - Officials/Managers/Administrators
 B - Professionals
 C - Technicians
 CF - Faculty
 D - Protective Services

E - Paraprofessionals
 F - Administrative Support
 G - Skilled Craft
 H - Service Maintenance

Race/Ethnic Code
 1 - Black or African American (Not Hispanic or Latino)
 2 - Hispanic or Latino
 3 - American Indian or Alaska Native (Not Hispanic or Latino)
 4 - Asian (Not Hispanic or Latino)
 5 - White (Not Hispanic or Latino)
 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 7 - Two or More Races (Not Hispanic or Latino)

Gender Code
 F - Female
 M - Male

Disabled Code
 D - Disabled

Veteran Code
 V - Veteran

Applicant Flow Data

	TOTAL APPLICANTS	MALE							FEMALE							**DISABLED	VETERANS
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)		
APPLICANTS																	
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	939	45	55	7	0	184	0	12	35	146	17	1	305	1	19	33	25
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	317	13	8	1	0	74	0	5	21	30	4	0	106	0	7	10	14
ADMINISTRATIVE SUPPORT	1946	69	107	9	0	158	0	1	175	527	27	3	511	2	72	113	31
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	3202	127	170	17	0	416	0	18	231	703	48	4	922	3	98	156	70
HIRES																	
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	17	1	3	0	0	1	0	1	1	5	0	0	4	0	1	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	12	0	3	0	0	0	0	0	0	4	0	0	5	0	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	35	1	6	0	0	1	0	1	1	9	0	0	9	0	1	0	0
PROMOTIONS																	
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	8	0	1	0	0	0	0	0	1	2	0	0	3	0	1	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	6	0	0	1	0	1	0	0	2	0	0	0	2	0	0	0	0
ADMINISTRATIVE SUPPORT	3	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	17	0	1	1	0	1	0	0	3	3	0	0	7	0	1	0	0
TERMINATIONS																	
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	17	0	0	0	0	5	0	1	1	3	0	0	7	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	4	0	0	0	0	0	0	0	1	1	0	0	2	0	0	0	0
ADMINISTRATIVE SUPPORT	7	0	1	0	0	0	0	0	1	5	0	0	0	0	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	28	0	1	0	0	5	0	1	3	9	0	0	9	0	0	0	0

* Not Hispanic or Latino

** Include disabled in appropriate job categories.

Annual Affirmative Action Statistical Summary

July 1, 2021 – June 30, 2022

EEO-4 Job Categories	CURRENT												LAST YEAR'S WORKFORCE											
	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	VETERANS	BLACK OR AFRICAN AMERICAN (NPL)	HISPANIC OR LATINO	ASIAN (NPL)	AMERICAN INDIAN OR ALASKA NATIVE (NPL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NPL)	TWO OR MORE RACES (NPL)	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	VETERANS	BLACK OR AFRICAN AMERICAN (NPL)	HISPANIC OR LATINO	ASIAN (NPL)	AMERICAN INDIAN OR ALASKA NATIVE (NPL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NPL)	TWO OR MORE RACES (NPL)
Officials/Managers/Administrators	4	1	0	5	0	0	0	0	0	0	0	0	4	1	0	5	0	0	0	0	0	0	0	0
Professionals	140	39	48	87	0	4	9	34	1	0	0	4	113	39	23	64	0	4	5	16	1	0	0	0
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	47	11	14	32	0	2	7	6	1	0	0	0	50	13	17	54	0	2	3	11	1	1	0	2
Administrative Support	70	5	30	82	0	0	5	38	2	1	1	2	86	9	56	68	0	0	11	38	3	1	1	2
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	2	0	2	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0
Total Employees	274	56	114	165	0	6	21	81	4	1	1	6	260	62	86	201	0	6	19	67	5	2	1	4

Current Workforce: As of June 30th, 2022
 Last Year's Workforce: As of June 30th, 2021
 Difference: Increases or Decreases
 Goals: Numerical projections, July 1st, 2021 to June 30th, 2022 for employment of minorities and women.

EEO-4 Job Categories	DIFFERENCE +/-												HIRING GOALS				GOALS MET							
	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	VETERANS	BLACK OR AFRICAN AMERICAN (NPL)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NPL)	ASIAN (NPL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NPL)	TWO OR MORE RACES (NPL)	MINORITY	FEMALE	DISABLED	VETERANS	MINORITY	FEMALE	DISABLED	VETERANS				
Officials/Managers/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	2				N				N			
Professionals	27	0	25	23	0	0	4	16	0	0	0	4	2				A+							
Faculty	0	0	0	0	0	0	0	0	0	0	0	0												
Technicians	0	0	0	0	0	0	0	0	0	0	0	0												
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0												
Para-Professionals	-3	-2	-3	-32	0	0	4	-5	0	-1	0	-2												
Administrative Support	-10	-4	-6	-6	0	0	-6	1	-1	0	0	0												
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0												
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0												
Total Employees	14	-6	16	-15	0	0	2	14	-1	-1	0	2												

Percent

Termination Percent

<u>44.32%</u> Minority Applicants	<u>62.74%</u> Female Applicants
<u>54.29%</u> Minority Hiring	<u>57.14%</u> Female Hiring

<u>50.00%</u> Minority
<u>32.14%</u> White Female
<u>17.86%</u> White Male

Total Current Workforce Percent

<u>20.44%</u>	White Male
<u>41.61%</u>	Minority
<u>67.88%</u>	Female
<u>0.00%</u>	Disabled
<u>2.19%</u>	Veterans
<u>7.66%</u>	Black or African American (*Not Hispanic or Latino)
<u>29.56%</u>	Hispanic or Latino
<u>0.36%</u>	American Indian or Alaska Native (*Not Hispanic or Latino)
<u>-1.46%</u>	Asian (*Not Hispanic or Latino)
<u>0.36%</u>	Native Hawaiian or Other Pacific Islander (*Not Hispanic or Latino)
<u>2.19%</u>	Two or More Races (*Not Hispanic or Latino)

Goals Met

- A =Achieved
- A+ =Achieved Plus
- N =Did Not Achieve
- P =Partially Achieved

Job Group Analysis Summary

EEO Job Categories	Total Employees	Total Minorities	%	Male													Female																		
				1 Black (NH)	%	2 Hispanic or Latino	%	3 AIAN (NH)	%	4 Asian (NH)	%	5 White (NH)	%	6 NHOP (NH)	%	7 Two or More Races (NH)	%	1 Black (NH)	%	2 Hispanic or Latino	%	3 AIAN (NH)	%	4 Asian (NH)	%	5 White (NH)	%	6 NHOP (NH)	%	7 Two or More Races (NH)	%				
Citizens Managers Administrators	6	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Professionals	130	48	36%	5	4%	7	5%	0	0%	1	1%	37	27%	0	0%	1	1%	5	4%	27	19%	0	0%	1	1%	53	38%	0	0%	2	1%				
Faculty	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Technicians	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Protective Services	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Rare Professionals	48	14	30%	2	4%	1	2%	0	0%	1	2%	11	24%	0	0%	0	0%	5	11%	5	11%	0	0%	0	0%	21	46%	0	0%	0	0%				
Administrative Support	82	53	65%	1	1%	0	0%	2	2%	1	1%	0	0%	0	0%	0	0%	4	5%	30	37%	0	0%	4	5%	23	28%	1	1%	2	2%				
Skilled Craft	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
Service Maintenance	2	2	100%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		
GRAND TOTAL	275	116	42%	8	3%	14	7%	2	1%	3	1%	55	20%	0	0%	1	0%	14	5%	62	23%	0	0%	5	2%	102	37%	1	0%	4	1%				

NOTE: NHIL means Not Hispanic or Latino

Race/Ethnic Code:

- 1 - Black or African American (Not Hispanic or Latino)
- 2 - Hispanic or Latino
- 3 - American Indian or Alaska Native (Not Hispanic or Latino)
- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

Job Group Analysis

EEO JOB Category: Officials Managers & Administrators

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female						
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)
Executive Director		1	0	0%	0								1							
Chief Financial Officer	25	1	0	0%	0								1							
General Counsel	25	1	0	0%	0								1							
Chief Operating Officer	25	1	0	0%	0								1							
Chief Strategy & Innovation Officer	25	1	0	0%	0								1							
Deputy Executive Director	25	1	0	0%	1					1			0							
SUBTOTAL		6	0	0%	1	0	0	0	0	1	0	0	5	0	0	0	0	5	0	

EEO JOB Category: Professionals

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female						
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)
Accounting and Technical Information Specialist	11	1	0	0%	1					1			0							
Analysis and Research Specialist	8	1	0	0%	1					1			0							
Appraisal & Condominium Review Specialist	9	1	0	0%	1					1			0							
Asset Manager Multifamily Compliance	8	9	7	78%	2		2						7	1	4			2		
Asset Manager/MF Ancillary Program	8	2	1	50%	0								2		1			1		
Assistant to the Executive Director	8	1	0	0%	0								1					1		
Client Services Engineer	9	1	0	0%	1					1			0							
Community Liaison/Lead Safe Homes Program	7	1	1	100%	0								1		1					
Compliance Specialist HUD Programs	8	1	1	100%	0								0							
Construction Specialist/Lead Safe Homes	8	1	0	0%	1					1			0							
Continuum of Care Planned Program Manager	11	1	0	0%	0								1					1		
Default Servicing Coordinator	8	1	1	100%	0								1					1		
Default/Foreclosure Specialist	11	1	0	0%	0								1							
Design & Construction Specialist	9	7	2	29%	7		2			5			0							
Development Transaction Coordinator MF/Anc	8	1	1	100%	1		1						0							
Digital Marketing Coordinator	8	1	0	0%	0								1					1		
Escrow Supervisor	8	1	0	0%	0								1							

Continued Next Page

FNHC Junior Underwriter	6	1	0	0%	0						1						1	
Financial Audit Specialist	2	2	0	0%	0						2						2	
Government Relations and Policy Specialist	8	1	0	0%	1				1		0							
HAF Program Underwriter	8	7	6	86%	1		1				6	1	4				1	
Human Resources Generalist	9	3	2	67%	0						3		2				1	
Innovation Program Manager	10	1	0	0%	0						1						1	
Inspections and Compliance Specialist	8	1	0	0%	1				1		0							
Junior Accountant	4	11	6	55%	3	1	1		1		8		4				4	
Leasing Specialist	3	1	1	100%	0						1	1						
Lender Relations Coordinator	8	1	1	100%	0						1	1						
Loan Workout Specialist	8	2	0	0%	0						2							2
Manager Construction	16	2	0	0%	0						2							2
Manager Housing Choice Voucher Program	12	1	0	0%	0						1							1
Manager Operations Loan Center	11	1	0	0%	0						1							1
Manager Public Information	11	1	0	0%	0						1							1
Manager Quality Control	9	3	0	0%	0						3							3
Mediation Conciliation Coordinator	8	1	0	0%	1				1		0							
MF Compliance Training Coordinator	9	1	0	0%	0						1							1
Mortgage CounselorHO	8	3	2	67%	1				1		2		2					
Mortgage Originator	8	3	2	67%	1				1		2		2					
MultiFamily Financial Officer	8	4	2	50%	0						4		1				2	1
Operations Specialist	11	4	0	0%	2				2		2						2	
Operations Specialist-Rental Assistance Prog	11	1	1	100%	1	1					0							

Operations Support Specialist IT	9	1	0	0%	1				1		0							
Outreach & Marketing Coordinator	4	1	1	100%	1					1	0							
Payroll & Benefits Generalist	9	1	0	0%	0						1							1
Program and Partner Relations Specialist	8	1	1	100%	0						1							1
Program Supervisor Rental Assistance	8	1	0	0%	0						1							
Program UnderwriterHome	8	1	1	100%	1		1				0							
Real Estate Development Officer	12	4	0	0%	2				2		2							2
Secondary Market Specialist	9	1	1	100%	0						1		1					
Senior Accountant	11	1	0	0%	0						1							1
Senior Asset Manager MF Compliance	9	2	0	0%	1				1		1							1
Senior Counsel	10	2	0	0%	0						2							2
Senior Real Estate Development Officer	12	2	0	0%	2				2		0							
Senior Treasury Analyst	12	1	0	0%	1				1		0							
Senior Underwriter	12	1	0	0%	0						1							1
Special Programs Coordinator	8	1	1	100%	0						1		1					
Sr. Development Engineer	12	1	0	0%	1				1		0							
Sr. Operations Specialist	14	1	0	0%	1				1		0							

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EEO JOB Category: Faculty

DATE: 7-1-2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female										
						1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)				
NONE		0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EEO JOB Category: Technicians

DATE: 7-1-2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female										
						1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)				
NONE		0	0	0%	0								0											
SUBTOTAL		0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EEO JOB Category: Protective Services

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female										
						1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)				
NONE		0	0	0%	0								0											
SUBTOTAL		0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EEO JOB Category: Service Maintenance

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female										
						1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)				
Facilities Technician	3	2	2	100%	2		2						0											
SUBTOTAL		2	2	100%	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EEO JOB Category: Skilled Craft

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female										
						1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AIAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)				
NONE		0	0	0%	0								0											
SUBTOTAL		0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female							
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP (NHL)	7 Two or More Races (NHL)	
Accounting Manager	17	5	3	60%	1				1				4	2					2		
Assistant Deputy Director of Loan Servicing	22	1	0	0%	0								1						1		
Assistant Director Homeownership	17	2	0	0%	0								2						2		
Assistant Director Loan and Help Center	17	1	0	0%	0								1						1		
Assistant Director, Leased Housing & Rental S	17	1	0	0%	0								1						1		
Assistant Director, Design & Construction	17	1	1	100%	1	1							0								
Assistant Director/Loan Servicing	17	2	0	0%	2					2			0								
Assistant Director-Real Estate Development	17	1	0	0%	1					1			0								
Asst Director/Leased Housing & Rental Svc	17	1	0	0%	0								1						1		
Customer Service Supervisor	8	1	1	100%	0								1		1						
Deputy General Counsel	20	1	1	100%	0								1		1						
Director Government Relations & Policy	19	1	0	0%	0								1						1		
Director of Accounting	20	1	0	0%	0								1						1		
Director of Finance	20	1	0	0%	0					1			0								
Director of Homeownership	20	1	0	0%	1								2		1				1		
Director of Human Resources	19	2	1	50%	0								0								
Director of Information Technology	20	1	0	0%	1					1			0								
Director of Real Estate Development	20	1	0	0%	0								1						1		
Director/Leased Housing & Rental Svc	20	2	1	50%	1					1			1		1						
Family Self Sufficiency Coordinator	4	2	2	100%	0								2		2						
Family Self Sufficiency Program Manager	6	1	1	100%	0								1		1						
Manager Facilities Operations	15	1	0	0%	1					1			0								
Manager Loan Servicing Risk	14	1	1	100%	0								1		1						
Manager of Research & Evaluation	11	1	0	0%	1					1			0								
Manager of Treasury and Capital Planning	18	1	0	0%	1					1			0								
Mgr. MF Financial Assets	12	1	0	0%	0								1						1		
Multi Family Housing Compliance Manager	12	2	0	0%	0								2						2		
Program Manager-Ancillary Finance Programs	11	2	1	50%	1	1							1						1		
Program Manager-Ancillary Finance Programs	11	2	1	50%	1	1							1						1		
Secondary Marketing Manager	10	1	0	0%	1					1			0								
Senior Manager Lender Relations	15	1	0	0%	0								1						1		
Senior Manager Programs HQ	15	1	0	0%	0								1						1		
Senior Manager Quality Control	18	1	0	0%	0								1						1		
Senior Program Manager Development	15	1	0	0%	0								1								
Senior Program Rep RHousing Rental Asst/ant	8	1	0	0%	1					1			0								
Systems Operation Manager	18	1	1	100%	1		1						0								
SUBTOTAL		46	14	30%	15	2	1	0	1	11	0	0	31	5	5	0	0	21	0	0	

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EEO JOB Category Administrative Support

DATE: 7/1/2021-6/30/2022

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female									
						1 Black (NHL)	2 Hispanic or Latino	3 Asian (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 Asian (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP1 (NHL)	7 Two or More Races (NHL)			
Administrative Assistant	3	3	1	33%	0								3	1							2		
Application Intake/Closure Specialist	3	1	1	100%	0								1		1								
Bankruptcy Foreclosure Specialist	6	2	0	0%	2					2			0										
Centralized Wait List Specialist	4	1	1	100%	0								1		1								
Community Lending Coordinator	1	1	1	100%	0								1		1								
Community Lending Processor	3	1	1	100%	0								1		1								
Construction Specialist/Lead	6	2	1	50%	2	1				1			0										
Customer Service Representative	1	6	4	67%	1		1						5	1	1						2	1	
Default Counselor	4	5	2	40%	2		1			1			3		1						2		
Default Counselor Inspector	4	1	1	100%	1		1						0										
Escrow Representative	3	4	2	50%	1		1						3		1						2		
Executive Assistant	7	2	1	50%	0								2	1							1		
Funding and Lock Representative	1	1	1	100%	0								1		1								
HAF Program Processor	2	1	1	100%	0								1		1								1
HCVF Administrative Assistant	3	1	1	100%	0								1		1								
Housing Navigator	4	1	0	0%	0								1								1		
Lead Designer	6	4	4	100%	0								4								4		
Lender Service Representative	2	1	0	0%	0								1								1		
Loan Closing Specialist	2	2	1	50%	1					1			1		1								
Loan Specialist/LEAD	2	1	0	0%	0								1								1		
Mediation Operations Outreach Assistant	1	1	1	100%	0								1		1								
Mortgage Processor	2	3	2	67%	1		1						2		1						1		
Mortgage Processor Purchased Loans	2	3	2	67%	1		1						2	1							1		
Occupancy Specialist	2	3	3	100%	0								3		3								
Portability Specialist	2	1	0	0%	0								1								1		
Program Representative	2	14	11	79%	3		2		1				11		7						3		1
Program Specialist/Home	3	2	1	50%	0								2		1						1		
Program Underwriter	4	1	1	100%	0								1		1								
Receptionist	1	2	2	100%	0								2		2								
RED Construction Specialist	7	3	2	67%	2			1		1			1		1								
RI CoC Program Representative	2	1	1	100%	0								1								1		
Sr. Escrow Representative	6	1	0	0%	0								1										
Sr. Paralegal	8	2	0	0%	0								2								2		
Supervisor Housing Choice Voucher Program	8	2	2	100%	0								2		2								
Tax Lien Specialist	4	1	0	0%	0								1								1		
Tax Credit Admin/Risk Share Coordinator	6	1	1	100%	1			1					0										
SUBTOTAL		82	53	65%	18	1	8	2	1	8	0	0	64	4	30	0	4	23	1	2			

Determining Underrepresentation & Goal Setting

EEO-4 Job Categories	WORKFORCE											UNDERREPRESENTATION											
	TOTAL EMPLOYEES	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (PHL ¹)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (PHL ¹)	ASIAN (PHL ¹)	WHITE (PHL ¹)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (PHL ¹)	TWO OR MORE RACES (PHL ¹)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (PHL ¹)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (PHL ¹)	ASIAN (PHL ¹)	WHITE (PHL ¹)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (PHL ¹)	TWO OR MORE RACES (PHL ¹)
Officials/Managers/Administrators	6	0	5	0	0	0	0	0	0	6	0	0	2	-2	0	0	1	1	0	0	-2	0	0
Professionals	106	38	64	4	0	7	28	0	1	88	0	2	-3	-10	2	7	2	-11	1	3	8	0	1
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	42	12	28	2	0	6	5	0	1	30	0	0	2	-6	0	3	-2	2	0	1	0	0	1
Administrative Support	82	37	48	0	0	4	29	1	1	25	1	1	-17	-10	4	4	1	-19	0	1	19	-1	1
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	2	2	0	0	0	0	2	0	0	0	0	0	-1	1	0	0	0	-2	0	0	1	0	0

¹ Not Hispanic or Latino

AAP Hiring Goals

AAP HIRING GOALS											
EEO-4 Job Categories	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)
Officials/ Managers Administrators	2		1								
Professionals	2										
Faculty											
Technicians											
Protective Services											
Para- Professionals											
Administrative Support											
Skilled Craft											
Service Maintenance											

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

1. Self-Evaluation of Affirmative Action Program Performance

Employment at RIHousing is not related to civil service procedures and, to some extent, not appropriate for analysis in the same categories as set forth by the Equal Opportunity Office (i.e., applicant flow; all positions are posted and/or advertised, and interviews conducted.)

To comply with the intent of the State’s monitoring program, RIHousing has developed instruments designed to promote compliance with affirmative action policies and to pursue evaluation of its activities. RIHousing continues to promote equal opportunity in all areas of employment.

RIHousing’s headcount increased in the 2021-2022 reporting period from 257 to 275 (including temporary grant funded employees). Our workforce breaks down as follows:

EEO Job Categories	Total Employees	Total Minorities	% Minority	%Female	%Disabled	%Veterans	%Black or African American	%Hispanic or Latino	%Asian	%American Indian	%Native Hawaiian	%Two or More Races	%White
Officials/Managers. Administrators	6	0	0%	83%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Professionals	139	49	35%	63%	0%	5%	7%	24%	2%	0%	0%	2%	65%
Para-Professionals	46	14	30%	68%	0%	2%	15%	13%	2%	0%	0%	0%	70%
Administrative Support	82	53	65%	78%	0%	0%	6%	47%	6%	2%	1%	2%	35%
Service Maintenance	2	2	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Total Employees	275	118	46%	58%	0%	2%	6%	37%	2%	0%	0%	1%	54%

Each year we evaluate our personnel policies and practices. The following comments are based on this review to continue to meet our Affirmative Action Goals.

- In 2021 RIHousing, based on market surveys, adjusted all salary ranges in all EEO categories representing the company’s ongoing commitment to remaining competitive in hiring within the Rhode Island employment market thereby attracting a staff which is both qualified and diverse. In addition, job grades and salary ranges are reviewed on an as-needed basis to assist in maximizing success in recruiting and hiring. From 2021 to present, RIHousing continues to make market adjustments to remain competitive.
- In 2021 RIHousing published an RFP seeking proposals from qualified firms to provide services related to the study of RIHousing’s comprehensive compensation plan. A copy of the RFP is included in Appendix C.
- In 2022, market adjustments were made to remain competitive. Additionally, employees who were under the National Low Income Housing rate for Rhode Island were given an increase to meet the recommended salary.

- RIHousing has retained temporary/direct and executive/professional staffing agencies with an emphasis on their experience and methods for sourcing candidates to meet our diversity goals. Copies of the RFPs including the Scope of Work are included in Appendix C.
- RIHousing promotes a culture of promoting from within. Employees have the opportunity to apply for all new postings and an internal posting announcement is sent with each open position. Human Resources and Directors continue to support employee professional development and growth opportunities.
- Employees are encouraged to participate in education/training programs. This period they had opportunities to participate in training on Anti-Harassment, , Cultural Competency, Effective Performance Management Conversations training for managers, 9 Traits of Effective Leaders, Emotional Intelligence, Giving and Receiving Effective Feedback, and Presenting to A Virtual Audience training. In addition, RIHousing continued to offer the opportunity to attend many wellness and work life balance seminars.
- RIHousing continues to support formal professional development and is currently subsidizing undergraduate and graduate degree programs for five employees. We also celebrated one employee who completed her Bachelor's degree in Design & Construction from Johnson & Wales.

2. Employment Recruitment and Selection Process

- Positions are posted internally and externally to appropriate organizations. In addition, most positions are advertised online via popular and industry specific websites, career boards and college sites. One example is the PDN (Professional Diversity Network). PDN is a media outreach platform to websites such as iHispano, BlackCareerNetwork, WomensCareerChannel, Military2Career, AbilityCareers, Asian Career Network, Pride Careers, Black Data Processing Associates, Greek Diversity, International Association of Women, TechLatino, NAACP, The Veterans Exchange, The National Urban League, EBONY, Phi Beta Sigma, Alpha Kappa Alpha, Kappa Alpha Psi, Black Women Tech, Iota Phi Theta, Alpha Phi Alpha, Sigma Gamma Rho, Disability Solutions, Hire Veterans, Job Opportunities for Disabled Veterans, disABLEDperson, StartWire, Neuvo, Upward, Talroo, Appcast Exchange, CareerBliss, and MyJobHelper.
- Employment and Screening Process:
 - Screening resumes on file (one year)
 - Posting and/or advertising
 - All candidates are acknowledged upon receipt of resume
 - Initial Interviews
 - Additional interviews – top candidates
 - All applicants who have been telephone screened or interviewed are informed of outcome – telephone, email or letter

3. Exit Interviews

All employees who terminate employment with RIHousing have an opportunity for confidential exit interview with a member of the Human Resources department.

4. Operations

COVID 19 has forced changes in many ways for RIHousing. We have developed operational plans to ensure a safe working environment for employees working in our office including, but not limited to, masking, sanitation protocols, safe distancing guidelines, maximum occupancy limits on elevators, in restrooms and conference rooms, and a mandatory daily health questionnaire for anyone working in the office that day. We've established a robust telework program and followed all CDC and state guidelines throughout 2021.

Flexitime- A formal flexitime schedule is a benefit, which RIHousing uses in a targeted manner as appropriate for position responsibilities and the incumbent in the position. As mentioned above, COVID 19 has caused us to expand the program. Our broad-based flexitime option allows employees to utilize vacation days, sick/personal time, and floating holidays in accordance with specific guidelines.

Office Hours- The office is open from 7:00 a.m. to 7:00 p.m., Monday through Friday.

Work Day- Within the office hours, employees may schedule their workday with their supervisors. Employees may work no more than ten (10) hours per day and must take at least thirty (30) minutes for lunch at the middle of their workday.

Supervisory Responsibility- Supervisors must ensure that there is adequate coverage of all operating areas of RIHousing between the core hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. This means that there must be someone to answer phone calls in a helpful manner and that there are sufficient employees present to have an efficient operation. The allocation of approvals for time off when faced with multiple requests is handled in an equitable manner (generally on a system of rotating preferences).

Employee Responsibility- Employees are expected to understand the needs and desires of their supervisors and co-workers in the scheduling of working hours. Once schedules are set, it is imperative that employees follow them because there will be times when coverage is minimal.

Scheduling- Flexitime schedules are submitted in advance for the following month. All requests for time off (i.e., vacation) are submitted as part of the employee's monthly flexitime schedule so division directors can plan accordingly. Recurrent four-day weekends or four-day workweeks will be approved only in unusual circumstances.

Days Off- Each holiday, sick day or vacation day counts as 8 hours. Under flexitime, if someone planned to work 9.0 hours on a day and was sick, s/he would be charged 9.0 sick hours (unless the time was made up with the prior approval of the person's supervisor). Conversely, if someone was only scheduled to work 3.5 hours on a day, s/he would only be charged 3.5 sick hours.

5. Posting of Positions

The Board of Commissioners and Senior Staff recognize the benefits of a diverse workforce RIHousing therefore, continues to seek out all qualified candidates for available positions. RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race,

color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To fill vacancies above the entry level, management prefers to promote from within and will first consider current employees with the necessary qualifications and skills unless outside recruitment is deemed to be in RIHousing's best interest. All employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisor and/or the Human Resources Director.

The Division Director and the Human Resources Director (or Human Resources Department designee) will review all job descriptions for open positions. After ascertaining a need for the position, the following job posting procedure will be followed:

1. Open positions are those for which there is no current employee performing the duties set forth in the job description. Job descriptions, job titles, salary range, status (e.g. hourly, part-time) or classification (e.g. permanent, temporary) may change regarding after review of the job description. However, if there is one or more existing employee who is currently satisfactorily performing the duties, the position shall not be considered open and the changes may be applied without posting the position.

2. An employee's eligibility is determined by the requirements of the posted job. Generally, the employee must have held his/her current position for at least 90 days and have both a satisfactory performance record and no adverse disciplinary actions during the past 12-months.

3. Any interested and qualified employee may apply for the posted position in accordance with the posting instructions.

4. Employee candidates will normally be evaluated and selected based on job-related qualifications, performance appraisals, and attendance and work records. Seniority will be considered only if two or more candidates are judged to be equally qualified based on merit, work records, and other qualifications.

5. If an internal candidate is selected to fill an open position, they may be placed in the position without further public announcement of the opening. Alternatively, internal applications may be deferred for consideration until after public announcement of the opening to allow appropriate review of qualifications.

6. If an internal candidate is selected for the position, they will be placed on Introductory probation for 180 days. During this period, the provisions of the Introductory Period Policy will apply.

6. Transfer and Promotion Practices

See the job posting policy above.

7. Technical Compliance

RIHousing has met the equal opportunity posting requirements. Posters and job postings are always displayed. Further information and forms are part of the Employee Handbook.

8. Terminations

Terminations include retirement, voluntary resignation, involuntary resignation (job abandonment) and dismissals. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - employment termination initiated by an employee who chooses to leave RIHousing voluntarily.

Termination for cause – employment termination initiated by a Supervisor or member of senior management due to an employee’s misconduct or unsatisfactory performance.

Termination without cause – employment termination is involuntary by a Supervisor or member of senior management when RIHousing decides that the service of an employee are no longer needed.

Discharge - employment termination initiated by RIHousing, with or without cause.

Layoff- employment termination initiated by RIHousing for non-disciplinary reasons.

Medical Termination- employment termination initiated by the employee or by RIHousing when an employee is unable, for health reasons, to continue to work.

Retirement - voluntary retirement from active employment status initiated by the employee.

RIHousing will generally schedule an exit interview with the Human Resources Director at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or return of RIHousing-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner: All accrued benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

9. Training Programs

RIHousing encourages all regular full-time employees to seek as much training as possible. Upon completion of six (6) consecutive months of service, regular full-time employees are eligible for participation in the educational assistance program. The annual maximum amount of educational reimbursement is determined by the Executive Director in conjunction with the budget process.

Generally, reimbursement is made for in-classroom or on-line courses at, or affiliated with, accredited colleges or universities. RIHousing will reimburse up to the annual maximum amount for required and elective courses leading to a business or job-related Certificate, Associates, Bachelor’s and Master’s Degree. In determining whether a degree program is eligible for reimbursement, RIHousing evaluates the applicability of the program to our business and its relationship to the employee’s present position and future goals.

RIHousing may offer reimbursement for non-degree courses or doctorate level courses where the course is closely aligned with RIHousing's business and the employee's present job responsibilities. RIHousing will determine whether a degree program or course is business or job related.

RIHousing is currently subsidizing undergraduate and graduate degree programs for five employees.

In-House Training

The Human Resources Department coordinates in-house training based on the results of an annual learning and development needs assessment. Employees are encouraged to attend applicable in-house training that may enhance their professional development.

RIHousing requires that harassment prevention training be completed by all employees on an annual basis.

Conferences and Seminars

Permission to attend work related conferences or seminars are approved by the appropriate Division Director.

AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND COVERED VETERANS

Policies and Procedures: See Section C (Plan Administration and Policy Statement for Individuals with Disabilities and Veterans). This policy will be displayed on RIHousing's bulletin board, Employee Handbook and posted on the Corporation's intranet. It will also be filed with the State of Rhode Island.

The Americans with Disabilities Act/504 Coordinator for the Agency is Melanie Cluley, Director of Human Resources and she will be responsible for the further development and implementation of the program.

RIHousing Policy (#105) in our handbook outlines the Disability Accommodation Policy. The policy is outlined below.

RIHousing is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state law and ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

A "qualified" individual with a disability shall be defined as a person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.

An "Individual with a disability" is defined as a person who—

- Has a physical or mental impairment that substantially limits a "major life activity", or
- Has a record of such an impairment, or
- Is regarded as having such impairment.

A "Major life activity" includes caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Hiring procedures shall provide persons with disabilities meaningful employment opportunities. Any pre-employment inquiries made shall only be regarding an applicant's ability to perform the duties of the position. All employment decisions are based on the merits of the applicant in accordance with requirements of the position and not the disability of the individual.

RIHousing will make reasonable accommodations for qualified individuals with known disabilities upon request unless doing so would result in an undue hardship to RIHousing or the accommodation would pose a direct threat to the workforce, either to the individual requesting the accommodation or to others in the workplace. If this is the case, RIHousing will explore alternate forms of reasonable accommodations. It is both the employee and (if aware) the Supervisor's responsibility to notify the Director of Human Resources of the need for an accommodation. The employee will be directed to contact the Corporation's ADAAA third party administrator to request their accommodation. RIHousing may ask for input from the individual about what may be necessary, or the functional limitations caused by the disability. Each accommodation will be handled on a case-by-case basis. The department will be consulted with regarding the ability to accommodate. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

RIHousing shall not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. RIHousing will follow applicable state or local laws that provide individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. RIHousing is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

A. POLICIES AND PROCEDURES

- 1. Outreach Recruitment:** RIHousing will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities and qualified veterans, in such a way as to ensure understanding and acceptance. The company will send recruiting notices to sources such as the Department of Human Services (Vocational Rehab and Veteran's Home), Department of Labor & Training and appropriate educational or training institutions to assist in recruiting.
- 2. Physical and Mental Qualifications:** All job qualifications are related to the specific job or jobs for which the individual is being considered and are consistent with business necessity and the safe performance of the job.
- 3. Work Environment:** As per the Guidelines for Unbiased Work Environment, RIHousing strives to maintain a working environment free of discriminatory insults, intimidation, and other forms of harassment.
- 4. Reasonable Accommodation:** RIHousing makes reasonable accommodations for the employee or applicant with a disability to ensure equal access to employment. The accommodations include, but are not limited to, modifying the work site, job restructuring, acquisition, or modifications of special equipment.

RIHousing is committed to fully meeting the requirements of the Americans with Disabilities Act of 1990, R.I. General Law 28-5.1, Executive Order 92-2 and Vietnam Era Readjustment Act of 1974, to take Affirmative Action to employ and advance individuals with disabilities and veterans.

B. REPORT ON LAST YEAR'S ACTIVITIES

RIHousing created a Request for Proposals for a Diversity, Equity, and Inclusion consultant.

The selected consultant, The Exeter Group facilitated leadership alignment sessions with corporation leaders to ensure a shared DEIB vision. The also administered a current state organizational assessment of RIHousing's policies and practices in terms of employment practices and agency programs as they relate to, and impact diversity, equity, and inclusion.

Upon completion of their contract, The Exeter group will provide RIHousing a DEIB plan or blueprint using the alignment sessions and the findings of the organizational assessment to develop a short and long-term roadmap for making concrete improvements in the areas of diversity, equity, and inclusion.

The consultant will also provide RIHousing with a recommended education and training program for leadership and staff.

The Secretary of Defense National Guard and Reserves rewarded two employees the Patriotic Employer (ESGR) award.

C. REPORT ON THIS YEAR'S PLANS

Plan to Improve Diversity Hiring and Workplace Inclusion During the 2022-2023 Plan Year for RIHousing will:

- 1. GOAL: Review systemic practices to ensure non-discrimination.** Human Resources will lead an agency wide review of hiring and promotional processes and address any systemic practices that inhibit the organizations' ability to achieve the goals of diversity and inclusion.
- 2. GOAL: Hire more candidates from underrepresented categories.** When vacancies occur, RIHousing will aspire to hire employees in the underrepresented categories delineated above. Based on the 2020-2021 AAP goals, minorities and veterans were underrepresented in the Officials/Managers/Administrators category. Individuals with disabilities were underrepresented in the administrative category. RIHousing will strive to hire more candidates from underrepresented categories if a vacancy occurs.
- 3. GOAL: Rollout Recruitment Strategy and Unbiased recruitment training.** RIHousing will continue to post vacancy notices through DLT, and multiple recruitment sources. Additionally, when the opportunity presents itself, we will advertise through local minority publications. Human Resources will continue to partner with PDN (Professional Diversity Network) to centralize job distribution and media outreach platform to networks such as iHispano, BlackCareerNetwork, WomensCareerChannel, Military2Career, AbilityCareers, Asian Career Network, Pride Careers, Black Data Processing Associates, Greek Diversity, International Association of Women, TechLatino, NAACP, The Veterans Exchange, The National Urban League, EBONY, Phi Beta Sigma, Alpha Kappa Alpha, Kappa Alpha Psi, Black Women Tech, Iota Phi Theta, Alpha Phi Alpha, Sigma Gamma Rho, Disability Solutions, Hire Veterans, Job Opportunities for Disabled Veterans, disABLEDperson, StartWire, Neuvo, Upward, Talroo, Appcast Exchange, CareerBliss, and MyJobHelper.

DETERMINING UNDERUTILIZATION AND GOAL SETTING

RIHousing did not meet the Officials, Managers, and Administrators goal due to a lack of vacancies in this criterion. However, we did exceed our Professionals hiring goal.

We have set goals to increase hiring in the following areas: minority, disabled, and veterans for 2023, as follow, and are implementing new processes in our recruiting model to help achieve these goals as noted above.

- Officials, Managers, and Administrators: +1 minority if a vacancy occurs.
- Professionals: +2 minorities + 2 disabled
- Administrative Support: +2 veteran +2 disabled

APPENDIX A

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and- Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters,

Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

Racial / Ethnic Designations Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

**Standards adopted by the United States Equal Employment Opportunity Commission and
the Office of Federal Contract Compliance Program.**

**PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES:

On September 24, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs published a Final Rule in the *Federal Register* that makes changes to the regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) at 41 CFR Part 60-741. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The new rule strengthens the affirmative action provisions of the regulations to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. The new rule also makes changes to the nondiscrimination provisions of the regulations to bring them into compliance with the ADA Amendments Act of 2008. The new Section 503 regulations became effective on March 24, 2014. However, contractors with a written affirmative action program (AAP) already in place on the effective date have additional time to come into compliance with the AAP requirements. This compliance structure seeks to provide contractors the opportunity to maintain their current AAP cycle.

Highlights of the New Regulations

Utilization goal: The new regulations establish a nationwide 7% utilization goal for qualified IWDs. Contractors apply the goal to each of their job groups, or to their entire workforce if the contractor has 100 or fewer employees. Contractors must conduct an annual utilization analysis and assessment of problem areas, and establish specific action-oriented programs to address any identified problems.

Data collection: The new regulations require that contractors document and update annually several quantitative comparisons for the number of IWDs who apply for jobs and the number of IWDs they hire. Having this data will assist contractors in measuring the effectiveness of their outreach and recruitment efforts. The data must be maintained for three years to be used to spot trends.

Invitation to Self-Identify: The new regulations require that contractors invite applicants to self-identify as IWDs at both the pre-offer and post-offer phases of the application process, using language prescribed by OFCCP. The new regulations also require that contractors invite their employees to self-identify as IWDs every five years, using the prescribed language. This language is posted in the Self-Identification Form, below.

Incorporation of the EO Clause: The new regulations require that specific language be used when incorporating the equal opportunity clause into a subcontract by reference. The mandated language, though brief, will alert subcontractors to their responsibilities as Federal contractors.

Records Access: The new regulations clarify that contractors must allow OFCCP to review documents related to a compliance check or focused review, either on-site or off-site, at OFCCP's option. In addition, the new regulations require contractors, upon request, to inform OFCCP of all formats in which it maintains its records and provide them to OFCCP in whichever of those formats OFCCP requests.

ADAAA: The new regulations implement changes necessitated by the passage of the ADA Amendments Act (ADAAA) of 2008 by revising the definition of "disability" and certain nondiscrimination provisions.

COVERED VETERANS AND DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified covered veterans.

Covered veterans means any of the following:

1. Disabled veterans;
2. Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;
3. Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and
4. Recently separated veterans.

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor,
200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH DISABILITIES:

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS). These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

TITLE 28
Labor and Labor Relations

CHAPTER 28-5.1
Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy.

(a)(1) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.

5. All policies, programs, and activities of state government shall be periodically reviewed and revised to assure their fidelity to this policy.

6. Each department head shall make a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) The provisions of this chapter shall in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 shall be subject to the provisions of this chapter.

§ 28-5.1-2 State equal opportunity office.

(a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the office of diversity, equity and opportunity, shall report to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office shall be responsible for ensuring compliance with the requirements of all federal agencies for equal opportunity and shall provide training and technical assistance as may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office shall issue any guidelines, directives, or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action to the discrimination.

§ 28-5.1-3 Affirmative action.

(a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, shall annually prepare an affirmative action plan. These plans shall be prepared in accordance with the

criteria and deadlines set forth by the state equal opportunity office. These deadlines shall provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March

31. These plans shall be submitted to and shall be subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator shall serve as the chief executive officer of the state equal opportunity office, and shall be responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency shall also submit with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans shall be established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions where no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporations.

(a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to ensure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's minority community-based organizations. The human resources outreach and diversity office shall act as the liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(e) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year, consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

§ 28-5.1-3.2 Enforcement.

(a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, who or which willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or who or which fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall cause to be issued and served in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office shall have the power, after a hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35- 1(j); is enforceable as an order; is to be rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

§ 28-5.1-4 Employment policies for state employees.

(a) Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination.

(b) Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures.

(c) Annually, each appointing authority shall include in its budget presentation any necessary programs, goals and objectives that shall improve the equal opportunity aspects of their department's employment policies.

(d) Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

§ 28-5.1-5 Personnel administration.

(a)(1) The office of personnel administration of the department of administration, in consultation with the office of diversity, equity and opportunity, shall prepare a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal-opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall:

(i) Take positive steps to ensure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and

(ii) Review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction.

(3) The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal-employment goals.

(4) The division of purchases shall cooperate in administering the state contract-compliance programs.

(5) The division of statewide planning shall cooperate in ensuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative-action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a six-member (6) committee that shall monitor negotiations with all collective bargaining units within state government specifically for equal-opportunity and affirmative-action interests. The members of that committee shall include the director of the Rhode Island commission for human rights, the associate director of the office of diversity, equity and opportunity, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

§ 28-5.1-6 Commission for human rights.

The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission shall, at its own initiative or upon a complaint, bring charges of discrimination against those agencies and their personnel who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

§ 28-5.1-7 State services and facilities.

(a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning those patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

§ 28-5.1-8 Education, training, and apprenticeship programs.

(a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

§ 28-5.1-9 State employment services.

(a) All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

(b) The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination.

(c) The agencies shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups.

(d) The department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions, to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which remedy any situations or programs which have a negative impact on protected classes within the state.

§ 28-5.1-10 State contracts.

The division of purchases shall prepare any rules, regulations, and compliance reports that shall require of state contractors the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to those rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established shall be ground for forfeitures and penalties as established by the department of administration in consultation with the state equal opportunity office.

§ 28-5.1-11 Law enforcement.

The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

§ 28-5.1-12 Health care.

The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state-licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination in-patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

§ 28-5.1-13 Private education institutions.

The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall at the request of the board of regents of elementary and secondary education be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

§ 28-5.1-14 State licensing and regulatory agencies.

State agencies shall not discriminate by considering race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to any disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all such organizations.

§ 28-5.1-15 State financial assistance.

State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

§ 28-5.1-16 Prior executive orders – Effect.

All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

§ 28-5.1-17 Utilization analysis.

(a)(1) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28- 5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service-oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b)(1) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion,

investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter.

TITLE 28
Labor and Labor Relations

CHAPTER 28-5
Fair Employment Practices

SECTION 28-5-41.1

§ 28-5-41.1 Right to fair employment practices – Gender identity or expression. –
Whenever in this chapter there appears the terms "race or color, religion, sex, disability, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."

STATE EXECUTIVE ORDERS

EXECUTIVE ORDER 13-05

Promotes Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island

EXECUTIVE ORDER 05-02

Establishes the Human Resources Outreach and Diversity Office and their responsibilities

EXECUTIVE ORDER 05-01

Promotes Equal Opportunity and the Prevention of Sexual Harassment in State Government

EXECUTIVE ORDER 94-22

Promotes Minority Business Enterprises in Rhode Island State Government.

EXECUTIVE ORDER 93-1

Equal Opportunity and Affirmative Action Policy for units in State Government.

EXECUTIVE ORDER 92-2

Compliance with Americans with Disabilities Act.

EXECUTIVE ORDER 86-10

Establishes the Refuge Policy for the State.

EXECUTIVE ORDER 85-16

Designates the State 504 coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to disabled persons.



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State of Rhode Island and Providence Plantations
State House, Room 224
Providence, Rhode Island 02903
401-222-2080

SECRETARY OF STATE

Lincoln D. Chafee
Governor

EXECUTIVE ORDER

13-05

May 9, 2013

PROMOTION OF DIVERSITY, EQUAL OPPORTUNITY AND
MINORITY BUSINESS ENTERPRISES IN RHODE ISLAND

WHEREAS, Rhode Island was founded on the principles of tolerance and diversity;
and

WHEREAS, for generations, minority populations have enriched the fabric of our
State, strengthened our economy, and made Rhode Island a better place to live; and

WHEREAS, it is vitally important for the State to acknowledge the changing
demographics of our population and actively recruit minority talent to the workforce; and

WHEREAS, it is a priority of the Chafee Administration to reflect these changing
demographics through substantial minority employment in State government and
increased opportunities for minority business enterprises to participate in State
procurement and construction projects; and

WHEREAS, by drawing from the entire pool of human resources and talent, and by
creating a culture that values diversity and inclusion, we strengthen our collective
performance as a State workforce and thereby improve the State's ability to serve the
people of Rhode Island; and

WHEREAS, over the past 30 years, Rhode Island's population has increased from
seven percent (7%) to twenty-four percent (24%) people of color. In addition, in just the
last decade, Rhode Island's Latino population grew forty-four percent (44%), adding
almost 40,000 residents. The Asian-American and African American populations also grew
by twenty-eight percent (28%) and twenty-three percent (23%), respectively, over the
same time period; and

WHEREAS, by the year 2040 the population of the State as a whole is projected to be forty-one percent (41%) people of color; and

WHEREAS, R.I. Gen. Laws § 37-14.1-1 *et seq.*, enacted in 1986, declared a State policy by which minority business enterprises (MBEs), which include minority-owned, women-owned and disadvantaged business enterprises, shall be awarded a minimum of ten percent (10%) of all dollars in State procurement and construction projects and a preference in State contracts and subcontract awards; and

WHEREAS, R.I. Gen. Laws § 28-5.1-1 *et seq.*, the Equal Opportunity and Affirmative Action Act, enacted in 1988, declared a policy of affirmative action to achieve equal opportunity in all units of State government, and established a State Equal Opportunity Office within the Department of Administration.

NOW, THEREFORE, I, LINCOLN D. CHAFEE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Director (Director) of the Department of Administration (Department), shall review all divisions and offices within the Department charged with facilitating equal opportunity employment and MBEs, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and shall make recommendations to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective. These recommendations shall encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. In addition, these recommendations shall include strategies for recruiting, hiring, promoting and retaining a more diverse workforce. The Director shall submit these recommendations to the Governor for approval on or before August 1, 2013. All executive departments shall comply with the Director's recommendations and shall cooperate fully with taking steps to increase minorities in the State's workforce and increase the usage of MBEs with State contracts.
2. Every State agency, in partnership with the Office of Equal Opportunity, shall track and maintain hiring data as part of the agency's performance management functions. Each agency shall provide the Office of Equal Opportunity, which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Office of Outreach and Diversity, with a plan for improving minority hiring no later than October 1, 2013.

3. The Division of Purchases MBE Compliance Office shall identify State contracts and sub-contracts that could increase the number of minority-owned businesses participating in State work where strategic efforts can be undertaken. Each agency shall provide a list of contracts and sub-contracts that should be reviewed for MBE recruiting potential as part of the plan which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Division of Purchases MBE Compliance Office on or before December 1, 2013.
4. The Director shall prepare an annual report to the Governor due on August 1, 2013 and every August 1 thereafter, for the prior fiscal year, demonstrating the State's progress in minority employment and MBE procurement and any recommendations for continued improvements in these programs. This report shall take into account the Affirmative Action Plans that are submitted by every State agency on an annual basis, as required under R.I. Gen. Laws Chapter 28-5.1.
5. The Department and the Human Resources Outreach and Diversity Office shall develop and conduct a diversity training program within one year of the effective date of this Order. For future hires, such training may be part of the standardized orientation provided to new employees.

This Order shall take effect immediately.

So Ordered:



Lincoln D. Chafee



Public Information
CENTER

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State of Rhode Island and Providence Plantations
State House
Providence, Rhode Island 02903-1196
401-222-2080

Donald L. Carcieri
Governor

EXECUTIVE ORDER

05-02

January 17, 2005

PROMOTION OF A DIVERSE STATE GOVERNMENT WORKFORCE

WHEREAS, Rhode Island State Government is committed to fostering a competitive and diverse workforce composed of highly skilled and capable employees through the recruitment, training, retention, and promotion of qualified men and women from diverse racial, ethnic, linguistic, socioeconomic, and educational backgrounds as well as individuals with disabilities; and

WHEREAS, it is in the best interests of business and government to create an open, inclusive and equitable human resources paradigm that capitalizes on workforce excellence and the strength of individual differences; and

WHEREAS, the Rhode Island General Assembly has determined there exists a compelling interest in promoting equal opportunity; and

WHEREAS, diversity requires leadership commitment and accountability, along with the assessment and development of policies and practices to assure that the State's operating system is based on principles of equity and inclusion; and

WHEREAS, the state's commitment to equal opportunity, diversity, and conduct that fosters respect in the workplace is unwavering.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. There shall be established within the Department of Administration a Human Resources Outreach and Diversity Office. This Office shall report directly to the Director of the Department of Administration or designee on the state of diversity in Rhode Island State government and shall work towards developing a business case for equity with an emphasis on building a diverse workforce to guarantee fair and reasonable opportunities for public service.
2. The Human Resources Outreach and Diversity Office responsibilities shall include:
 - Developing guidelines to effectuate its mission;
 - Researching and developing best practices for the promotion of diversity throughout State government;
 - Providing guidance and technical support to state entities;
 - Developing a strategic and focused recruitment and tracking initiative for individuals interested in state employment including fostering relationships with community-based organizations to strengthen and support recruitment and outreach activities;
 - Initiating training seminars including a diversity awareness program to share the benefits of diversity and to encourage a culturally sensitive workforce environment;
 - Submitting an annual benchmark report to the Director of the Department of Administration or designee
3. To assist the Office in carrying out its responsibilities there shall be established a Diversity Advisory Council, selected and appointed by the Governor, and comprised of fifteen (15) members, consisting of four (4) members of the public and one (1) member from each of the following governmental entities:

Office of the Governor
Human Resources Outreach and Diversity Office
Department of Labor & Training
Office of Personnel Administration Human Resources
Office of Labor Relations
Office of Equal Opportunity
Governor's Commission on Women

Executive Order 05-02
January 17, 2005
Page 3

Governor's Commission on Disabilities
Office of Higher Education
Rhode Island Commission on the Deaf and Hard of Hearing
Division of Legal Services within the Department of Administration

The Director of Administration or designee shall chair the Council. The Council shall meet quarterly.

This Executive Order supersedes and rescinds Executive Order No. 00-4, and is effective immediately upon the date hereof.

So Ordered:


Donald L. Carcieri

Dated: January 17, 2005



State of Rhode Island and Providence Plantations
State House
Providence Rhode Island 02903-1196
401-222-2080

Donald L. Carcieri
Governor

EXECUTIVE ORDER

05-01

January 17, 2005

PROMOTION OF EQUAL OPPORTUNITY AND
THE PREVENTION OF SEXUAL HARASSMENT IN STATE GOVERNMENT

WHEREAS, there is a compelling interest in the promotion and achievement of equal opportunity, and concerted commitment is necessary to prevent discrimination and sexual harassment in all departments and agencies of Rhode Island state government; and

WHEREAS, Rhode Island has an unwavering commitment to providing equal employment opportunity in state government to all qualified individuals without sexual harassment or discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability; and

WHEREAS, the prevention and elimination of discrimination and sexual harassment requires continued action to ensure that all employment opportunities existing in or through state government are available to all qualified individuals; and

WHEREAS, to provide equal opportunity for all employees and applicants in all aspects of employment including, but not limited to recruitment, hiring, retention, training, compensation, benefits, leave, assignment, transfer, promotion, discipline, demotion, terminations, and layoffs, and to ensure reasonable steps are taken to actively promote employment opportunities to all qualified individuals that historically have been underutilized in the state government workforce there is a need to reaffirm policies, practices consistent with State and Federal law.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. All Directors, their senior staff and all supervisory employees of agencies, departments, state boards, commissions, public authorities and quasi-public corporations of state government ("Agencies") are responsible for ensuring that all aspects of state programs for which they manage are available without discrimination or sexual harassment.
2. Pursuant to all applicable Federal and State law, all Agencies are to develop, promote, monitor, implement, and maintain equal employment opportunity policies and practices that:
 - a) do not discriminate against any employees or applicants for state employment in all aspects of employment including contract procurement and service delivery;
 - b) establish guidelines to prevent discrimination and sexual harassment of any employees or applicants for state employment;
 - c) identify and actively promote employment opportunities for qualified individuals that historically have been underutilized in the state government workforce;
 - d) describe the notice and filing provisions that enable any employee or applicant for state employment who believes he/she has been discriminated against or sexually harassed to immediately report such conduct to appropriate official(s).
3. All Agency Directors shall designate an individual as the Agency's Equal Employment Opportunity Officer and American with Disabilities Act Coordinator (the Officer). Such Officers, with the assistance of the State Equal Opportunity Office (EEO) as set forth in Title 28, Chapter 5.1 et seq. of the Rhode Island General Laws, shall be responsible for the formulation, drafting and reporting of plans and policies relating to nondiscrimination as well as the prevention of sexual harassment as required by Title 28, Chapter 51-2.

All Agency Officers shall annually attend one (1) Equal Employment Opportunity training session and one (1) training session on the prevention of sexual harassment. Each Agency Officer shall work cooperatively with the Diversity Advisory Council as established by Executive Order 05-02 and the State EEO to conduct a semi-annual review and evaluation of hiring/promotion activity within their unit.

All Agency Directors shall work cooperatively with the Agency Officer to monitor and maintain compliance according to the guidelines outlined in the Agency's EEO plan.

4. All Agencies shall comply with Federal laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to the following provisions:
 - Title VII of the Civil Rights Act of 1964, as amended, that prohibits employment discrimination on the basis of race, color, religion, sex or national origin;
 - The Age Discrimination in Employment Act of 1967, as amended, that prohibits employment discrimination against individuals 40 years of age or older;
 - The Equal Pay Act of 1963 that prohibits discrimination on the basis of gender in compensation for substantially similar work under similar conditions;

- Title I of the Americans with Disabilities Act of 1990, as amended, that prohibits employment discrimination on the basis of disability in both the public and private sector, excluding the federal government;
- The Civil Rights Act of 1991, as amended, that provides for monetary damages in case of intentional discrimination;
- Section 501 of the Rehabilitation Act of 1973, as amended, that prohibits employment discrimination against federal employees with disabilities;
- Title IX of the Education Act of 1972, as amended, that forbids gender discrimination in education programs, including athletics that receive federal dollars;
- The Pregnancy Discrimination Act of 1978, as amended, that makes it illegal for employers to exclude pregnancy and childbirth from their sick leave and health benefits plans; and
- 38 U.S.C. 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended that prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

5. All Agencies of Rhode Island State Government shall also comply with State laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to Article 1, Section 2 of the Rhode Island Constitution; all applicable provisions of Rhode Island General Laws Chapter 5 through 6, and Chapter 51 of Title 28. These statutes require Fair Employment Practices regardless of race, color, religion, sex, sexual orientation, gender identity, expression, disability, age, or country of origin; positive action be taken to affirm the civil rights of protected classes of individuals; promote nondiscrimination, and prohibit sexual harassment.

6. Pursuant to Rhode Island General Laws Title 28, Chapter 5.1, the State EOO shall be responsible for assuring compliance with State and Federal laws prohibiting discrimination and all applicable provisions of this Executive Order.

7. Pursuant to Rhode Island General Laws Title 28 Chapter 51, the Office of Labor Relations within the Department of Administration shall be responsible for assuring compliance with State and Federal laws prohibiting sexual harassment and all applicable provisions of this Executive Order.

8. Pursuant to Rhode Island General Laws Title 28, Chapter 5 Sections 8 through 40, the Rhode Island Commission for Human Rights shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

9. Pursuant to Rhode Island General Laws Title 42, Chapter 51, the Governor's Commission on Disabilities shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

10. Pursuant to Rhode Island General Laws Title 23 Chapter 23-1.8, the Commission on Deaf and Hard-of-Hearing shall be responsible for assuring compliance with all applicable provisions of this Executive Order.

11. Pursuant to Rhode Island General Laws Title 28-5.1-5 and Title 36 Chapter 4-26.1, the Office of Personnel Administration within the Department of Administration and the State EOO

shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

12. Pursuant to Rhode Island General Laws Title 28-5.1-3.1 each Agency of State Government is responsible for assuring compliance with all applicable provisions of this Executive Order.

Individuals believing that they have been discriminated against or sexually harassed in employment by or through state government should immediately contact:

Rhode Island State Equal Opportunity Office
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-6391; TTD (401) 222-6144

Rhode Island Commission for Human Rights

Executive Order 05-01 January 17, 2005 Page 5
180 Westminster Street, 3rd Floor Providence, RI 02903 Tel (401) 222-2661; Fax (401) 222-2616; TTY (401) 222-2664

Governor's Commission on Disabilities
41 Cherry Dale Court
Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

This Executive Order supersedes and rescinds Executive Order No. 96-14 and No. 95-11, and is effective immediately upon the date hereof.

So Ordered:



Donald L. Carcieri
Dated: January 17, 2005

Bruce Sundlun, Governor

EXECUTIVE ORDER

No. 94-22

December 23, 1994

MINORITY BUSINESS ENTERPRISE



State House
Providence

WHEREAS, it is the policy of the State of Rhode Island and of this administration that Minority Business Enterprises and Women Business Enterprises, (herein defined as "MBEs") shall have the fullest possible opportunity to participate in State funded and State directed public construction programs and projects and in State purchases of goods and services; and

WHEREAS, the General Assembly in 1986 enacted Title 37, Chapter 14.1, (herein defined as the MBE statute) and therein authorized the Director of the Department of Administration to establish rules and regulations for giving MBEs a preference in contract and subcontract awards; and

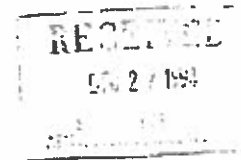
WHEREAS, on June 23, 1994, I signed Executive Order 94-9, reorganizing and enhancing the powers and duties of the MBE Program, and there is now a need to restructure and clarify the responsibilities of the MBE program; and

WHEREAS, as Governor, I intend to affirm and carry out the State's policy of encouraging full compliance with the MBE statute throughout State government;

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

Article I - Applicability

This Executive Order shall apply to any and all State purchasing, including but not limited to construction projects or contracts, professional services, and purchase of goods and services funded in whole or in part by State funds, or funds which the State expends or administers as the recipient of a federal grant, or in which the State is a signatory to the contract.



Article II - Minority Business Enterprise Program

(A) The Director of the Department of Administration shall assume overall responsibility for the MBE Compliance Program. The Director of Administration shall create the position of Administrator - MBE Compliance and shall delegate day to day operational responsibility to that official. The Administrator - MBE Compliance shall serve as the primary operational officer of the MBE Program and shall be supported by staff as determined by the Director, Department of Administration. The Administrator - MBE Compliance shall assume responsibility as the Executive Director of the MBE Commission and provide staff support for the Commission. The Administrator - MBE Compliance shall, with the support of the MBE Program staff, advise and assist the Governor, the Director of Administration, the Purchasing Agent, and other entities and individuals directly affected by the contract and procurement practices of State government. The Administrator - MBE Compliance shall assist in the development of effective and innovative strategies for promoting MBE participation in the State's procurement, construction, professional, consulting, and legal service contracts in order to comply with R.I. General Laws Section 37-14.1-7.

(B) The MBE Program shall:

1. Assist the Director of Administration to issue rules, regulations and reporting requirements necessary to implement the objective of this Executive Order.
2. Monitor the progress of each department, agency, and quasi-state authority or corporation in the attainment of MBE policy objectives, participation goals, and requirements.
3. Conduct such activities as visits to job sites, public hearings and examination of records and practices of various departments as may be necessary to ensure compliance with the requirements of this Executive Order.
4. Arrange for technical assistance, support and resource identification to assist the various department, agency and quasi-state authority or corporation purchasing entities in attaining the objectives of this Executive Order.
5. Identify and seek assistance from various community based organizations, local, state and federal agencies active in the field of MBE development as well as offices in other state and federal jurisdictions.

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6. Act as a coordinating body to bring MBEs into active participation in the purchasing procedures of the various departments of the State.
7. Develop a statewide reporting system for all MBE activities under R.I. General Laws Section 37-14.1.
8. Conduct research and analysis to strengthen the State's MBE Program.
9. Develop for the Director of the Department of Administration recommended rules and regulations to insure compliance and sanctions for non-compliance by departments, agencies and quasi-state authorities or corporations.
10. Submit an Annual Report to the Governor, by November 30th of each year (for the prior fiscal year) recommending procedures, activities, etc. to improve the program.

(C) The MBE Program shall certify MBEs:

The responsibility for MBE certification has been assumed by the Department of Administration:

1. Pursuant to R.I. General Laws Section 37-14.1 (relating to MBE) and Section 42-35-1 (relating to Administrative Procedures), the Department of Administration shall adopt, transfer and/or modify rules and regulations for the certification of MBEs.
2. Develop a database of certified MBEs to be maintained as a public record.
3. Notify the purchasing agent of the State and quasi-state authorities or corporations of any determination of non-compliance with the requirements of this Executive Order or a removal of the certification of an MBE.

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Article III - MBE Commission

(A) There is hereby established a Minority Business Enterprise Commission (herein defined as the "MBE Commission") to advise and assist the MBE Program, the Director, Department of Administration and the Administrator - MBE Compliance in meeting and carrying out the MBE compliance rules and regulations promulgated by the Department of Administration.

(B) The following officials and individual persons are hereby appointed as members of the MBE Commission, to serve at the pleasure of the Governor.

A cabinet level official to be appointed by the Governor

Director of the Department of Administration (or designee), Chair

Representative Joseph Newsome

Executive Director, Commission for Human Rights

Casby Harrison, III
Licht & Semenov

President (or designee)
Black Contractors Association of Rhode Island

Executive Director (or designee)
Rhode Island Commission on Women

President (or designee)
Hispanic Contractors Association

(C) The following officials shall serve as non voting advisors to the MBE Commission:

Director of Policy
Governor's Office

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Associate Director and Purchasing Agent
Department of Administration - Division of Purchasing

Associate Director - Department of Administration
Division of Human Resources

State Controller
Department of Administration - Office of Accounts and Control

Chief Civil Rights Officer
Department of Transportation

(D) The following official shall serve as the Executive Director of the MBE Commission:

Administrator - MBE Compliance
Department of Administration - Division of Human Resources

The MBE Commission shall meet no less than six times per year and upon the call of the Chairperson or four (4) Commission members to consider whatever business the Chairperson or Commission members may deem appropriate. Four (4) members shall constitute a quorum of the Commission.

Article IV - Responsibility of Departments, Agencies, and Quasi-State
Authorities or Corporations Empowered to Expend State Funds

(A) Each governmental department, agency and quasi-state authority or corporation empowered to expend or administer State funds shall develop and submit as part of its annual budget, an MBE plan to meet the goal of awarding 10% of the dollar value of all procurements and construction projects to certified MBEs.

(B) The Director of each department, agency or quasi-state authority or corporation empowered to expend State funds, shall designate a highly placed official ("MBE Coordinator") to have overall responsibility for promoting greater participation of MBE in his or her department or agency or quasi-state authority or corporation.

(C) If the rules and regulations promulgated by the Department of Administration are not being met, the Department, agency or quasi-state authority or corporation shall submit a report to the Department of Administration's Administrator - MBE Compliance stating the reasons for its inability to comply with such rules and regulations, and identify the remedial steps it shall take. Such remedial steps may include:

1. Targeting some bid invitations to MBEs.
2. Promoting joint ventures between MBEs and non-MBEs.
3. Requiring prime contractors, where subcontracting opportunities exist, to subcontract a minimum amount of work on projects to MBEs.
4. Designating MBEs as suggested vendors when submitting requests to the purchasing agent.
5. Dividing large contracts into smaller units to afford opportunities for MBEs, where legally permissible.
6. Developing a plan to require prime contractors, whenever possible, to purchase supplies, services and equipment from MBEs.

Article V - Responsibility of State Purchasing Agent and Quasi-State Authority or Corporation Purchasing Agents

The State Purchasing Agent and quasi-state authority or corporation purchasing agents will provide maximum support to comply with the requirements of the MBE statute as stated herein. Such efforts will include:

1. Notifying all possible bidders, especially potential MBE suppliers of purchasing for departments, agencies and quasi-state authorities or corporations. Such notification might include direct mail, advertising in media reaching the minority community, and such other outreach efforts as may be necessary.
2. Seeking out MBEs from the list of certified MBEs to be included in prospective bidder lists, and targeting some bid invitations to MBEs.

3. Providing information to minority suppliers and conducting outreach and information sessions for existing and potential MBEs.
4. Monitoring the utilization of MBEs in the area of Utility Order Purchases.
5. Provide such information as may be requested by the MBE Commission.
6. Performing any such other activities that generally support objectives of this Executive Order and R.I. General Laws Section 37-14.1 et seq.

This Executive Order effectively rescinds, supersedes and replaces Executive Order No. 94-9.

This Executive Order shall take effect immediately upon the date hereof.

DATE

12/27/94


GOVERNOR

RECEIVED
DEC 27 1994

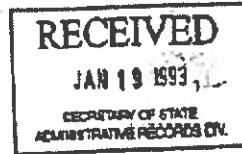
State of Rhode Island
and Providence Plantations

Bruce Sundlov, Governor

EXECUTIVE ORDER

NO. 93-1

JANUARY 18, 1993



AFFIRMATIVE ACTION POLICY STATEMENT

I, BRUCE SUNDLUV, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

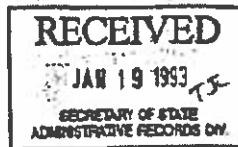
1. Equal Opportunity and Affirmative Action towards its achievement is the firm and unwavering policy of all units of Rhode Island State Government.

2. Rhode Island State Government is committed to providing equal opportunity in every aspect of its programs and will not discriminate because of race, sex, national origin, age, religion, sexual orientation, or disability. Because my administration recognizes the need to eliminate the vestiges of past societal discrimination, it will take affirmative action to ensure that its employment opportunities are available to every qualified Rhode Islander.

3. Within agencies, departments of state government, and those agencies created by legislative statute, the following areas will be administered without regard to race, color, sex, age, religion, sexual orientation, or disability:

- | | |
|-------------|----------------------|
| Hirings | Work Assignments |
| Salary/Wage | Leave |
| Lay-offs | Training |
| Transfers | Recall From Lay-offs |
| Promotions | Appointments |
| Demotions | Discipline |

4. In addition, my administration will not tolerate discrimination by any recipient of state government funds. This includes lending institutions, developers, contractors, sub-contractors and entities doing business with the state. Deliberate or persistent violation of the affirmative action policies set forth herein may result in the withdrawal of State support or involvement in a project and/or debarment from further State involvement. Any person or corporation doing business with the State shall cooperate with the monitoring of this policy. The Director of Administration shall promulgate such rules and regulations as are necessary to effectuate compliance with this paragraph.



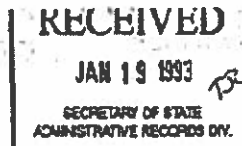
5. In addition to Rhode Island State Government, each and every employee of state government is responsible for assuring that all aspects of State programs for which he/she is responsible for are available without discrimination. Department Directors and their senior staff are responsible for the implementation of this policy and they will be evaluated as to their role in this implementation.

6. All Department Directors and appointing authorities shall appoint a highly placed person, who shall report to the Department Director and who shall be designated as the Departmental Affirmative Action Officer. The Departmental Affirmative Action Officer shall attend at least one EEO training session annually and the Officer shall assist in the development and enforcement of affirmative action plans. Each Departmental Affirmative Action Officer shall work cooperatively with the Personnel Administrator to conduct a quarterly review of hiring/promotion activity within their unit to evaluate and report to his/her Department Director on affirmative action progress or lack thereof. Each Departmental Affirmative Action Officer shall submit information on the status of their plans twice annually to their respective Department Directors.

7. The Governor's Executive Committee for Affirmative Action is hereby established and its membership shall hereafter consist of the following: the EEO Administrator, the Executive Director of the Human Rights Commission, the Executive Secretary of the Governor's Commission on the Handicapped, the Director of the Commission on Women, the Executive Director of the Minority Business Enterprise Commission, the Chief of the Merit Selection and Classification Unit, the Administrator of Purchasing Systems, and the Personnel Administrator who shall Chair this Committee.

8. The Committee shall advise the Governor in the formulation and coordination of plans, policies and programs relating to equal opportunity and affirmative action in all State departments and agencies and in assuring effective implementation of such policies, plans and programs by such agencies.

9. Upon the request of the Executive Committee, the Department Director of each State agency and the Departmental Affirmative Action Officer shall meet with the Committee and report in person to such Committee on the agency's affirmative action program. It shall be the Executive Committee Chair's responsibility to schedule such meetings, and it shall be the duty of every agency head to comply



with such requests for data or other information or reports as the Executive Committee may deem appropriate for analysis and review in advance of such meeting.

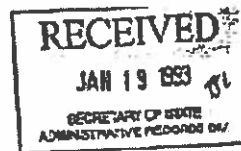
10. In addition to the duties of the State EEO Office set forth in Title 28, Chapter 5.1 of the Rhode Island General Laws, the State EEO Office shall:

- A) review the Affirmative Action plans submitted annually by each state department or agency and prepare a comparative analysis of the strengths and weaknesses of the plans;
- B) make recommendations to the departments on proactive policy initiatives that may enhance affirmative action plan objectives;
- C) prepare an Executive Summary of the departmental plans for submission to the Governor annually on November 15th; and
- D) work cooperatively and in conjunction with the Departmental Affirmative Action Officers, Departmental NBE Coordinators, and State Officials serving on the Governor's Executive Committee for Affirmative Action.

11. The State Equal Opportunity Office shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5.1 and the provisions of this Executive Order.

12. The Rhode Island Commission for Human Rights shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5, Sections 8 through 40 and the provisions of this Executive Order.

13. The Rhode Island Governor's Commission on the Handicapped shall be responsible for assuring compliance with Rhode Island General Laws Title 42, Chapter 51 and the provisions of this Executive Order.



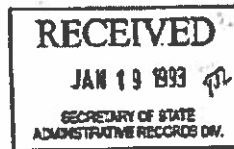
14. All units of Rhode Island State Government shall comply with all state and federal laws pertaining to equal opportunity and affirmative action including:

Rhode Island Fair Employment Practices Act,
Rhode Island Handicapped Products Procurement Act,
Rhode Island AIDS Discrimination Act,
Federal Executive Order 11246, as amended,
Title VI and Title VII of the Civil Rights Act of 1964, as amended,
Age Discrimination in Employment Act of 1967,
Equal Pay Act of 1963,
Rehabilitation Act of 1973, Section 504,
Americans with Disabilities Act (ADA) of 1990,
Vietnam Era Veterans Act of 1974,
Persian Gulf Conflict Supplemental Authorization and Personnel Benefits Act of 1991,
Age Discrimination Act of 1975,
Education Amendments Act of 1972 (Title IX),
Civil Rights Act of 1991,
Rhode Island Executive Order 92-2 (Americans with Disabilities Act),
Rhode Island Executive Order 91-39 (Sexual Harassment),
Rhode Island Executive Order 92-4 (Minority Business Enterprise Commission), and
Rhode Island Executive Order 93-1 (Affirmative Action Policy Statement).

15. Persons with disabilities requesting reasonable accommodation should contact their own department/agency's personnel office or ADA Coordinator.

16. Persons having questions or needing assistance for minority or women business enterprises should contact the Executive Director of the Minority Business Enterprise Commission at 277-6246(v) 277-3090 (tdd).

Page Five
Executive Order 93-1
Affirmative Action Policy Statement



17. Citizens of Rhode Island believing that they have been discriminated against in the pursuit of achieving the quality of life as aforementioned should contact:

Governor's Commission on the Handicapped
555 Valley Street, Building #51
Providence, RI 02908-5686
TEL. #277-3731
TDD #277-3701
FAX #277-2833

RI Commission for Human Rights
10 Abbott Park Place
Providence, RI 02903-3768
TEL. #277-2661
TDD #277-2664
FAX #277-2616

RI State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5865
TEL. #277-3090
TDD #277-6144
FAX #277-6378

This Executive Order shall supercede and rescind Executive Order No. 85-11, and become effective immediately on the date hereof.

DATE

1-18-93

GOVERNOR

A handwritten signature in black ink, appearing to be "D. Q. Smith", written over a horizontal line.

State of Rhode Island
and Providence Plantations

Bruce Sundlun, Governor

EXECUTIVE ORDER

EO. 92-2

JANUARY 23, 1992



COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

State House,
Providence

WHEREAS, the Americans with Disabilities Act ("ADA") was enacted by the United States Congress on July 26, 1990 to expand the civil rights of individuals with disabilities in the areas of employment, transportation, public accommodations and communications; and

WHEREAS, the primary objective of the ADA is to require employers and public service providers to eliminate any and all barriers, practices or policies that may discriminate against or otherwise deprive individuals with disabilities of the full use and enjoyment of public accommodations, public transportation, telecommunication systems and employment opportunities; and

WHEREAS, it was anticipated that the process of removing any and all such barriers would best be effectuated by developing a comprehensive statewide plan; and

WHEREAS, in June of 1991, I directed the Governor's Commission on the Handicapped to create a Coordinating Committee on the ADA that would bring representatives from all segments of State government together to participate in joint self evaluation and ADA compliance planning; and

WHEREAS, the Coordinating Committee, chaired by Nancy Husted-Jensen has developed and presented me with a statewide plan for meeting the mandates of the ADA entitled "AMERICANS WITH DISABILITIES ACT; SELF EVALUATION AND COMPLIANCE PLAN FOR THE STATE OF RHODE ISLAND;" (hereinafter "ADA Compliance Plan")

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Rhode Island State ADA Compliance Plan shall be implemented forthwith so that individuals with disabilities may be fully integrated into all aspects of Rhode Island life in the most expeditious manner possible.



2. There shall be a State ADA Coordinator to assume overall, day-to-day responsibility for implementing the ADA Compliance Plan.

3. The Chairperson of the Governor's Commission on the Handicapped is hereby designated to serve at the Governor's pleasure as the State ADA Coordinator. The Executive Secretary of the Governor's Commission on the Handicapped is hereby designated to serve as Deputy Coordinator.

4. The duties of the ADA Coordinator shall include:

- A. monitoring the State's compliance with all federal and state laws and regulations affecting individuals with handicaps, including but not limited to Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act;
- B. establishing a technical assistance program to inform and advise State and local government agencies, human service providers, providers of public accommodations, real estate agents, brokers, developers, architects, landlords, builders, and other affected entities and individuals on their obligations under the ADA;
- C. establishing a grievance procedure to promptly and equitably resolve complaints of noncompliance with the ADA involving departments, agencies or divisions of State government;
- D. establishing a procedure for initiating complaints against any department, agency or division within State government that willfully fails to comply with the requirements of the ADA or the ADA Compliance Plan;
- E. developing, making periodic revisions to, and overseeing implementation of an ADA Transition Plan for the removal of environmental and communication barriers in State owned facilities;
- F. presiding at future meetings of the State Coordinating Committee on the ADA.

Page Three
Executive Order 92-2
January 23, 1992



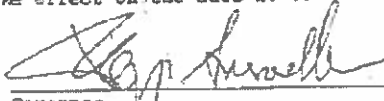
5. The State Coordinating Committee on the ADA shall continue to exist and shall continue to be staffed by the Governor's Commission on the Handicapped. The Committee shall advise and assist the ADA Coordinator in the implementation of the ADA Compliance Plan. It shall also prepare a status report to the Governor on or before October 1, 1992, and annually thereafter.

6. The Governor's Commission on the Handicapped, the State Building Commission and the Commission for Human Rights shall, whenever possible and appropriate, cooperate with and assist the ADA Coordinator to:

- A. Assure compliance with the building accessibility and public accommodations sections of the ADA; and
- B. carry out the duties of the ADA Coordinator enumerated above.

This Executive Order shall take effect on the date hereof.

1-23-92
Date


Governor



State of Rhode Island and Providence Plantations

EXECUTIVE CHAMBER, PROVIDENCE

Edward D. DiPreto
Governor

EXECUTIVE ORDER

NO. 86-10

APRIL 15, 1986

REFUGEE POLICY

WHEREAS, the State of Rhode Island has been a home and a haven for immigrants and refugees since the beginning of its recorded history; and

WHEREAS, for more than three centuries people driven from their homelands by various forms of persecution have come to Rhode Island and found the opportunity and the means to establish a new life here; and

WHEREAS, the United States Refugee Act of 1980, Pub. L. No. 96-212, authorizes the grant of asylum to refugees who are defined as any person outside his or her country of nationality "who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion"; and

WHEREAS, Rhode Island accepts and welcomes the opportunity to take part in our national refugee resettlement program and to carry out our state's exemplary historical role in assisting people fleeing dangers and undue hardships; and

WHEREAS, the refugee experience is a major upheaval in the lives of these individuals, and in order for them to adjust successfully to a new country and culture, a period of transition is necessary to learn a new language and culture; and

WHEREAS, Rhode Island recognizes that refugees have great potential to contribute to the state and its communities, and that it is in the interest of all that their potential be nurtured and encouraged; and

WHEREAS, the Rhode Island Office of Refugee Resettlement was created for the purpose of implementing the requirements of the Refugee Act of 1980 (P.L.96-212) to assist refugees in the state to become self-sufficient as rapidly as possible; and

WHEREAS, the Governor's Advisory Council on Refugee Resettlement, created by Executive Order 85-24, was established for the purpose of forging a linkage between the refugee community and the larger Rhode Island society; and

NOW, THEREFORE, I, Edward D. DiPrete, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, hereby order and direct the following:

1. The Rhode Island Office of Refugee Resettlement shall be authorized to coordinate consultations among the following entities and agencies: voluntary agencies ("VOLAGs") and their national offices; local officials; state departments; namely, the Department of Employment Security, the Department of Health, the Department of Human Services, the Department of Mental Health, Retardation and Hospitals, the Department for Children and Their Families, the Department of Economic Development, the Department of Transportation, the Department of Education, the Office of the Attorney General and other appropriate public and private agencies.
2. The above consultations shall be to determine the availability of needed services such as housing availability and community responsiveness; to evaluate economic conditions, and to determine the proximity of organizations and institutions which provide support.
3. All transitional services shall be provided with a view to maximize their accessibility and cultural appropriateness. The characteristics and concerns of the refugee communities should be taken into account in the shaping of specific service delivery procedures and mechanisms and the determination of their cultural and linguistic sensitivity.

4. Those state agencies as previously stated that conduct programs and activities directly or indirectly relating to the service needs of the refugee population shall immediately undertake an affirmative planning process with regard to refugees. This planning process shall be completed by October 1, 1986, and shall include the following elements:
 - A. Needs Assessment: Determining the current and potential requirements refugees have for the agencies' services;
 - B. Current Use: Measuring and documenting the extent to which refugees now use the services;
 - C. Agency Service Plan for Refugees: Formulating a plan, including a timetable for implementation, that ensures that delivery of the agencies' services to refugees meets the needs identified in the needs assessment and are in compliance with Title VI of the United States Civil Rights Act of 1964.

5. Rhode Island Office of Refugee Resettlement and Rhode Island Equal Opportunity Office Assistance -

The Rhode Island Office of Refugee Resettlement and the Rhode Island Office of Equal Opportunity shall provide technical assistance to the agencies throughout the planning process and shall monitor the agencies' progress in the implementation of their plans. Technical assistance when necessary will be requested from the Federal Offices for Civil Rights Compliance.

6. State Agencies Preparing Agency Service Plans -

The following state agencies shall engage in the planning process: the Department of Human Services, The Department of Health, the Department of Employment Security, The Department of Mental Health, Retardation and Hospitals, the Department for Children and Their Families, the Department of Education,

the Department of Economic Development, and the Department of Transportation.


7. Transitional Education Program -

RIORR shall meet regularly with the Department of Education to coordinate the provision of the transitional program for refugee children, bilingual education programs, adult education services, and other educational programs of special concern to the refugee communities.

8. Consultation with Attorney General -

RIORR shall work with the Office of the Attorney General, specifically the Civil Rights Division and the Division of Consumer Protection, in its effort to ensure that necessary state protection and services are available to the refugee population.

This Executive Order shall take effect on the date hereof.



Edward D. DiPrete
Governor



Edward D. DiPrete
Governor

State of Rhode Island and Providence Plantations
EXECUTIVE CHAMBER, PROVIDENCE

EXECUTIVE ORDER

NO. 85-16

JULY 23, 1985

SECTION 504 COORDINATOR

WHEREAS, Title V of the Rehabilitation Act of 1973 sets forth the civil rights of handicapped persons; and

WHEREAS, handicapped persons have a right to expect and gain access to various buildings and properties which exist for the betterment of all persons; and

WHEREAS, under Section 504 of Title V of the Rehabilitation Act of 1973 the State has been mandated to create policies, practices and programs regarding accessibility of State-buildings and properties to handicapped persons; and

WHEREAS, such a designation would allow for the expedient compliance with the mandate of Section 504 thereby serving the needs of handicapped persons in the best possible manner;

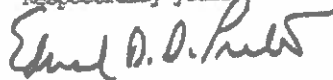
NOW, THEREFORE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, it is ordered as follows:

1. The Director of Administration is hereby designated the State's 504 Coordinator and shall delegate operational control to the State Building Code Commissioner as his designee.
2. The duties of the Coordinator shall be to coordinate all State agencies in the implementation of all federal rules and regulations affecting the State in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.
3. The Coordinator's duties shall include:
 - a. Authority to order departments to prepare and complete transition plans in accordance with 504 regulations.

- b. Coordinating the formulation and review of transition plans with advisory panels who may represent handicapped organizations.
- c. Granting final approval of transition plans and department use of program accessibility.
- d. Managing the construction, design or alterations of buildings and sites necessary to bring all programs into compliance.
- e. Authorization to coordinate and mediate matters concerning 504 compliance.
- f. Assisting public and private sectors through the use of proper agencies on technical, employment and architectural matters concerning 504 compliance.
- g. Establishment of a consumer complaint procedure necessary to resolve all complaints to agencies pertaining to 504.
- h. The State 504 Coordinator or the State Building Code Commissioner as his designee is hereby authorized to initiate complaints against those agencies, administrators, agents or employees of any department or division within state government who willfully fail to comply with the requirements.
- i. The 504 Coordinator and the State Building Code Commissioner as his designee shall consult with the Chairman of the Governor's Commission on the Handicapped with respect to implementation of the above duties and responsibilities.

This Executive Order shall take effect on the date hereof. This Executive Order rescinds Executive Order No. 80-16 dated September 29, 1980.

Respectfully yours



Edward D. DiProto
GOVERNOR

PUBLIC LAW 97-118
AN ACT

RELATING TO SEXUAL HARASSMENT, EDUCATION AND
TRAINING IN THE WORKPLACE

CHAPTER 51
SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

§ 28-51-1. Definitions. — (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual’s employment.

(b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(c) Every employer shall:

A. adopt a policy against sexual harassment which shall include:

- a statement that sexual harassment in the workplace is unlawful;
- a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
- a description and examples of sexual harassment;
- a statement of the range of consequences for employees who are found to have committed sexual harassment;
- a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and
- the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.

2. provide to all employees a written copy of the employer’s policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

(d) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.

(e) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.

(2003)

State of Rhode Island
Guidelines For Preventing Sexual Harassment

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05-01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual 's employment; (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 purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the Division of Human Resources will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The Division of Human Resources will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

DIVISION OF HUMAN RESOURCES
(401) 574-8381
HRInvestigations@hr.ri.gov
Revised (2021)

**DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
STATE EQUAL OPPORTUNITY OFFICE**

GUIDELINES FOR INSURING UNBIASED WORK ENVIRONMENTS

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.

An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests is permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by co-workers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)

Employee Self-Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____ AGENCY: _____
JOB TITLE: _____ DATE: _____

Please Check the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic
- Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- Other

- Yes, I request a Reasonable Accommodation Needs Assessment Review
- No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____
RIEEO 5/09A
REVISED 7/02/2002
RI SEEO (401) 222-3050

Date: _____

DISCRIMINATION COMPLAINT PROCEDURE

Handling employee complaints internally is a highly sensitive, multi-faceted process that may involve many people. The purpose of this procedure is to make sure complaints (harassment, discrimination, workplace violence, or retaliation) are investigated in a timely manner and any appropriate corrective action is taken to ensure inappropriate and/or illegal actions and behaviors cease immediately.

The Division of Human Resources Site Operations / Business Partner Team investigates HR-related complaints across Executive Agencies. This includes complaints related to discrimination, harassment, sexual harassment, workplace violence and retaliation.

When the HR Site Operations / Business Partner Team receives a complaint, it will promptly and thoroughly investigate the allegations. The HR Site Operations / Business Partner Team will also maintain regular contact with employees involved in the complaint throughout the process.

How to Report a Complaint

A person may report a complaint orally or in writing to the Division of Human Resources, Site Operations / Business Partner Team or continue to report through any existing channels, including the employee's supervisor or manager, Executive Director of Human Resources, Human Resources Chief of Staff, and the Office of Diversity, Equity and Opportunity (ODEO). The reported complaint will be brought to the Division of Human Resources Site Operations / Business Partner Team who will investigate all complaints.

Employees can report a complaint directly to Human Resources in any of the following ways:

7. Complete a Complaint Form - Fillable .pdf available at www.hr.ri.gov
8. Phone 1-401-574-8381
9. Email: HRInvestigations@hr.ri.gov

An individual may also file a complaint with the Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date with Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission, the State of Rhode Island may defer to either commission for investigation and any resolution and/or prosecution of any charge.

State of Rhode Island Division of
Human Resources
Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST



Document: HRF 01
Date of Issue: 02/16/21
Revision No: HR
Exec Dir:

Complete this form to file a complaint of Discrimination, Sexual Harassment, Domestic Violence/Sexual Assault/Stalking, Workplace Violence or Retaliation. This form may be used for a complaint by an Executive Branch employee.

Once you have submitted the complaint form, you will be contacted by an investigator from the Division of Human Resources Site Operations/Business Partner Center of Expertise (COE). If you do not wish to complete the Complaint Form, or need assistance in doing so, please contact your agency's Human Resources Business Partner or Diversity Officer who can fill out the form on your behalf. Alternatively, you can call the Site Operations/Business Partner COE at 401-574-8381 to make a report by phone.

* = Required Field

Section 1 – Complainant Information

Are you an employee of the State of Rhode Island? * Yes No

Complainant Contact Info

First Name	Last Name
Title	Agency
Work Location	Work Phone
	Manager/Supervisor
Home Address	Home Phone
	Email Address

How do you prefer to be contacted? Email Phone

Section 2 – Person Completing Form

Same as Section 1

Are you an employee of the State of Rhode Island? * Yes No

Section 3 – Complaint Filed Against Information

First Name	Last Name
Title	Agency
Work Location	

State of Rhode Island Division of
Human Resources
Site Operations/Business Partner Center of Expertise
COMPLAINT REQUEST



Document: HRF 01 Date
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Revision No: HR
Exec Dir:

Section 4 – Complaint Information

Complaint is being made on the basis of* (Multiple options can be selected).

(c) Discrimination (multiple options can be selected)

(c) Race/Ethnicity/Color	(k) Disability	(d) Age	(f) Genetics	(e) Pregnancy
(e) Military Status	(3) Veteran Status	(6) Religion	(d) Sex	(d) National Origin
(e) Sexual Orientation	(5) Gender Identity	(4) Gender Expression		

(d) Sexual Harassment Domestic Violence Retaliation

Summary of Complaint – Please describe what happened to you, indicating the date or dates when it occurred, names of persons involved, and what harm, if any was caused to you as a result. *Please use additional pages if necessary.*

Date of First Incident _____ Date of Last or Most Recent Incident _____

Section 5 – Witnesses Information

Please list below any persons (Co-workers, supervisors, others) who were witness to or can provide information pertaining to your complaint.

To Whom has this been reported

It has not been reported to anyone It has been reported to the following people

Incident Reported to

Full Name _____ Agency _____	Title _____ Manager/Supervisor _____
Phone _____ _____	Email _____ _____
Full Name _____ Agency _____	Title _____ Manager/Supervisor _____

State of
Rhode
Island
Division of
Human
Resources
Site Operations/Business Partner
Center of Expertise
COMPLAINT REQUEST



Document: <u>HRF 01</u> Date
of Issue: <u>02/16/21</u>
Revision No: HR
Exec Dir:

Section 6 -- Attachments

Please provide any supporting documents.

Complainant Signature

Date

|
EXIT INTERVIEW

Employee Name		Position	
Department		Termination Date	
What did you like most about RIH?			
Why did you begin looking for another job?			
If you had concerns about RIH, did you share them with anyone at the organization?			
What was the most satisfying part about your job?			
Did your job duties turn out to be what you had expected?			
Were you happy with your pay and benefits here?			
Do you feel you had the resources and support necessary to do your job?			

Did you receive adequate training?	
How was your relationship with your manager(s)?	
Based on your experience, do you have any tips for your replacement?	
Would you recommend RHI to your friends and family as a great place to work?	
How would you describe the culture of our Company?	
	Human Resources Director Signature
	Date



RHODE ISLAND DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/STATE EQUAL OPPORTUNITY OFFICE
AFFIRMATIVE ACTION FILE

RISDO-02/78
(Revised July 2019)

** Please note that this is a voluntary self-identification card and the information you provide will not be used as a basis for employment decisions **

TO BE COMPLETED BY APPLICANT OR EMPLOYEE ONLY

Applicant or Employee

Address
 Number Street City State Zip Code

NOTE: When selecting racial/ethnic category, you must select only one of the boxes numbered 1 through 7. Female Male

1 - Black or African American (Not Hispanic or Latino) <input type="checkbox"/>	2 - Hispanic or Latino <input type="checkbox"/>	3 - American Indian or Alaska Native (Not Hispanic or Latino) <input type="checkbox"/>
4 - Asian (Not Hispanic or Latino) <input type="checkbox"/>	5 - White (Not Hispanic or Latino) <input type="checkbox"/>	6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) <input type="checkbox"/>
7 - Two or More Races (Not Hispanic or Latino) <input type="checkbox"/>	Disabled <input type="checkbox"/>	Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Age: 40 & Over <input type="checkbox"/>

FOR PERSONNEL USE ONLY

Department _____ Division _____
 Appropriation Account No. _____ Pay Grade _____ Position No. _____
 Incumbent* _____ (Use this selection for current employees who are requesting a change to their demographic designation)
 Promotion _____ Transfer _____ Hired _____ List _____ No List _____ Offered _____ Not Offered _____ Refused _____
 Reason for Action _____
 Interviewer/HR Staff _____ Date _____

RACIAL/ETHNIC CATEGORIES

- 1 - Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- 2 - Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 3 - American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 4 - Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 - White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 7 - Two or More Races (Not Hispanic or Latino) - A person who primarily identifies with two or more of the above race categories.

DISABLED:

All persons with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. A history of such disability, or the belief on the part of others that a person has such a disability, whether it is so or not, also is recognized as a disability by the regulation.

**EQUAL OPPORTUNITY ADVISORY
COMMITTEE***

GUIDELINES

MISSION:

To provide two-way communication and suggestions on various aspects of the equal opportunity program to the director in a department or agency in state government.

1) ESTABLISHING THE COMMITTEE:

- A. All employees should be informed of opportunities to serve on the committee.
- B. RIHousing Executive Director appoints the committee from a list of volunteers.
- C. Volunteers should include staff from:
 - Each division of RIHousing
 - Various job levels
 - Diverse group of employees; i.e. minorities, women, persons with disabilities, and veterans

2) STRUCTURE:

- A. Terms of membership
- B. Elections of officers
- C. How many members
- D. Alternates
- E. Sub-committees
- F. Meetings
- G. Minutes

3) FUNCTIONS (ROLE):

- A. Advise – not perform
- B. Develop short-term objectives
- C. Identify areas of possible discrimination
- D. Assist the designee of the agency head with preparing the affirmative action plan
- E. Monitor the progress of the action goals and programs, if necessary, make recommendations to improve
- F. Review monthly progress reports
- G. Issue a progress report to RIHousing Executive Director quarterly

4) CHAIRPERSON (DUTIES):

- A. Prepare agenda for meeting
- B. Preside over committee meetings
- C. Submit any committee recommendations to the RIHousing Executive Director

5) SECRETARY (DUTIES)

- A. Preside over meeting in absence of chairperson
- B. Record minutes of the meeting

C. Prepare minutes for distribution.

6) RI Housing EXECUTIVE DIRECTOR:

Should make a commitment that all recommendations will be reviewed and acknowledged

7) EMPLOYEES SHOULD BE INFORMED OF RI Housing POLICY:

- a. Newsletter
 - b. Employee handbooks
 - c. Copies of the affirmative action plan policy statement of key program elements
- 8) The State Equal Opportunity Office may issue such guidelines, directives, or instructions as necessary to carry out Rhode Island General Laws § 28-5.1.

For additional guidance and/or technical assistance, contact:

State Equal Opportunity Office
Office of Diversity, Equity and
Opportunity Department of
Administration
One Capitol Hill
Providence, RI
02908
TEL # (401) 222-3090
Rhode Island Relay: 711
Email: eo.compliance@doa.ri.gov

* Each agency is required to have an Equal Opportunity Advisory Committee

DIVERSITY ADVISORY COUNCIL*
GUIDELINES

MISSION:

To guide and support a state department or agency director on developing organizational changes and strategies that will advance the goals of diversity and inclusion in the workplace, as well as to assist in the implementation of approved strategies and changes.

1) ESTABLISHING THE COMMITTEE:

- A. All employees should be informed of opportunities to serve on the council.
- B. Agency head appoints the council from a list of volunteers.
- C. Diversity Liaison(s) will serve as ex-officio council member
- D. Volunteers should include staff from:
 - Each division of agency
 - Various job levels
 - Diverse group of employees; i.e. senior leadership, minorities, women, persons with disabilities, and veterans

2) STRUCTURE:

- A. Terms of membership
- B. Elections of officers
- C. How many members
- D. Alternates
- E. Sub-committees
- F. Meetings
- G. Minutes

3) FUNCTIONS (ROLE):

- A. Advise – not perform
- B. Leverage diversity to improve employee and organizational performance
- C. Link diversity strategy with the department's/agency's business strategy
- D. Develop metrics to measure progress
- E. Develop short- and long-term plans for advancing the goals of diversity and inclusion

3) CHAIRPERSON (DUTIES):

- A. Prepare agenda for meeting
- B. Preside over council meetings
- C. Submit any council recommendations to the department/agency director

4) SECRETARY (DUTIES)

- A. Preside over meeting in absence of chairperson
- B. Record minutes of the meeting
- C. Prepare minutes for distribution

5) AGENCY HEAD:

Should make a commitment to support the work of the council and ensure that all recommendations will be reviewed and acknowledged.

For additional guidance and/or technical assistance, contact:

Sabina Matos, Chief Program Development Department of
Administration
Office of Diversity, Equity and Opportunity Human Resources
Outreach and Diversity Office One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-5813
Rhode Island Relay: 711
Email: Sabina.Matos@doa.ri.gov

* Agencies are not required to have a Diversity Advisory Council but are encouraged to do so.

ENFORCEMENT AGENCIES

Department of Administration Division of Human
Resources One Capitol Hill
Providence, RI 02908
TEL # (401) 574-8381
HRInvestigations@hr.ri.gov

Department of Administration
Office of Diversity, Equity and Opportunity State Equal Opportunity Office
One Capitol Hill Providence, RI 02908
TEL # (401) 222-3090
FAX # (401) 222-2490
Eoo.compliance@doa.ri.gov

RI Commission for Human Rights
180 Westminster St. Ste. 3
Providence, RI 02903-1918 TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission
1801 L Street NW Washington, D.C. 20507 TEL # (202)
663-4900/ Voice TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice
Office of the Americans with Disabilities Act Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118 TEL # (202) 514-0301/
Voice TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)

APPENDIX B

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE BYLAWS

The goal of this Committee is to ensure that RIHousing follows appropriate laws/regulations and that it is meeting its internal affirmative action goals. The mission of this Committee is to provide two-way communication and suggestions on various aspects of the equal opportunity program to the Interim Executive Director, Division Directors, and the Equal Opportunity and Affirmative Action Officer/ADA/504 Coordinator, Melanie Cluley Director of Human Resources.

The Committee is chaired by the Equal Opportunity and Affirmative Action Officer/ADA/504 Coordinator, Melanie Cluley, Director of Human Resources. Members are appointed by the Chair to represent each of RIHousing's divisions and will serve a term of two years. The Committee meets on a periodic basis to address EEO/AA issues.

Meetings of the EEOAC shall take place as circumstances require, but in no event less than semi-annually. Committee members will receive a two (2) week notice before the scheduled date of the meeting. A written notice shall be provided via email to each committee member with the date, time, and place of the scheduled meeting. The place will be designated by the EEOAC Chair. Committee Members must confirm attendance at least a week prior to the scheduled meeting. Meeting minutes will be drafted for review and approval to document the content of each meeting as part of a formal record.

The Functions of the Committee are as follows: to advise but not to take action; develop short-term objectives; identify areas of possible discrimination; provide requested input on the preparation of the affirmative action plan; review the progress of action goals and programs; make recommendations for improvements, if necessary; review progress reports; and provide input into the progress report that will be provided to the Interim Executive Director annually by the Equal Opportunity and Affirmative Action Officer/ADA/504 Coordinator.

Additional Responsibilities of the Committee:

- a. To communicate and to promote the committee's mission by sharing, encouraging and engaging others in existing diversity practices;
- b. To support outreach efforts by providing suggestions and feedback;
- c. To stimulate employee interest and participation in Equal Employment Opportunity objectives;
- d. To make recommendations to help enhance existing internal diversity and inclusion practices;
and
- e. To review the outreach list and recommend potential community partners.

The committee is advisory only and is not authorized to perform administrative or management functions.

APPENDIX C

**Request for Proposal
COMPENSATION STUDY**

INTRODUCTION

Through this Request for Proposal (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide services related to the study of RIHousing’s comprehensive compensation plan.

INSTRUCTIONS

A proposal should be submitted to Barbara Farrand, Director of Human Resources, via email to: bfarrand@rihousing.com. Proposals should be concise and include all attachments. Proposals should be presented on business letterhead.

Proposals must be received no later than 3:00 EST p.m. on March 29, 2021.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see the Scope of Work provided in Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**
5. Describe how your firm will handle actual and or potential conflicts of interest.
6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work in Attachment A. RIHousing anticipates entering into a fixed price contract for this engagement. Please provide an hourly rate for principals and associates for any additional related work that may be requested as part of this assignment.
2. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Minority and Women Owned Enterprises

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority-or Women-Owned Business Enterprise state certification.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in

the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposal other than in an email or written communication to Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after March 18, 2021 (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity of the firm to undertake the Scope of Work
- Experience working with firms of similar type (quasi-governmental, financial) and size (250 employees)
- Proposed fee structure (flat fee and hourly rates)
- Experience, continuity and expertise of account team
- Recommendations by references
- Firm minority status and affirmative action program
- Capacity to offer services directly rather than through subcontractors
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing’s decision on these matters is final.

For additional information contact: Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com.

Attachment A

Scope of Work

RIHousing seeks to engage an experienced consulting firm to prepare a comprehensive classification and compensation study. RIHousing currently has approximately 220 employees in the following categories:

- Officials, Managers, Administrators
- Professionals
- Administrative Support
- Service Maintenance

The study shall include all positions and classifications. A compensation study was last completed in 2016. The study established a decision band compensation plan for the agency. RIHousing has generally looked to finance industry companies, government agencies and other state HFA's for a relevant market for comparison.

At a minimum, the comparative study must include the following deliverables:

- Review and analysis of RIHousing's current compensation structure; recommendations as to whether the decision band method is currently relevant to the agency's goals; recommendation for compensation method with rationale for recommendation; and determine equitable and appropriate levels of pay.
- Recommendation as to relevant markets for comparison and benchmarking of RIHousing's positions to relevant market.
- Performance of a market salary survey of local and statewide companies and agencies with comparable positions to determine reasonably competitive salary levels for all positions. Order of priority for this survey shall be determined in coordination with the Director of Human Resources.
- Review of RIHousing's job descriptions for opportunities to combine similar positions into the same classification.
- Recommendations of language to incorporate required soft skills into job descriptions.
- Meetings with Senior Management team, Directors, Human Resources and other stakeholders when deemed appropriate by the Director of Human Resources to explain philosophy and components of the study and processes used; orientations and briefing sessions as needed or required for the study; meetings to present and explain recommendations; presentation of a final report. Consultant should assume meetings to be held remotely over a mutually agreeable platform to be determined.
- Recommendation of changes to the compensation plan, including recommendations as to pay grades, pay levels, placement scales, pay bands/ranges, appropriate titles, and career ladders.
- Weekly progress reports to the Director of Human Resources.
- PowerPoint presentations detailing review process and final recommendations.
- Provision of electronic copies of the final comparative study and supporting documents.

The proposal must include a time frame to complete this project.

**Request for Proposals
Staffing Placement Services - Executive and Professional**

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to assist with the sourcing of Executive and Professional level employment candidates on an as-needed basis.

INSTRUCTIONS

One original copy of the proposal should be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Barbara Farrand, Director of Human Resources**. Please also direct a courtesy copy by email to: bfarrand@rihousing.com. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Proposals must be received no later than 5:00 EST p.m. on Friday, October 4, 2019.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided in Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

C. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - d. Name of the principal(s) of the firm.
 - e. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - f. Address of all offices of the firm.
 - d. Number of employees of the firm.

D. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work as relates to both executive and professional level searches.
 2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.
-

7. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
8. Provide an overview of your firm's candidate search process, including outreach plans, networking capabilities, and proven ability to reach a diverse candidate population. Include a sample of typical screening questions relative to leadership potential, personality traits, and other pertinent employment information.
9. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**
10. Describe how your firm will handle actual and or potential conflicts of interest.
11. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

3. Please provide a cost proposal for providing the Scope of Work in Attachment A.
4. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
5. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

2. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority-or Women-Owned Business Enterprise state certification.
3. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

2. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after October 4, 2019, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure, schedule and terms
- Candidate search process and services offered
- Ability to perform within time and budget constraints
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific placements, projects and assignments as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com.

Attachment A

Scope of Work

RIHousing seeks to engage one or more qualified executive/professional search firms to assist in sourcing executive-level and professional-level talent for RIHousing on an as-needed basis. This is expected to be a non-exclusive engagement in which selected firms will assist with individual executive level and all professional position level searches on a rotating basis, subject to RIHousing's need. RIHousing's business primarily relates to mortgage origination and servicing (residential and commercial) and the administration of federal housing programs.

RIHousing occasionally needs to fill vacant executive and professional grade positions with experienced, qualified, professional staff within a reasonable time frame. Identifying suitable candidates in the local employment market has traditionally proven challenging for RIHousing. A sustained gap in the leadership team, however, has the potential to severely affect RIHousing operations. The successful respondent(s), therefore, must have the ability and capacity to assist in sourcing qualified, experienced candidates in the context of time pressure to assure business continuity.

The selected search firm or firms must have the ability, capacity, and skills necessary to present to RIHousing's Human Resources Department the professional resumes of experienced, strategic, executive-level and professional-level, pre-screened candidates for review by RIHousing in a timely manner. Candidate pre-screening must include discussion of compensation expectations.

The selected firm or firms must be willing to make selected candidates available for in-person interviews with hiring managers and other representatives of RIHousing as requested and must additionally have the capacity to conduct thorough pre-employment screening on any candidate selected for employment with RIHousing.

The firm's compensation structure must be provided to RIHousing in advance of any engagement to perform executive or professional search services. In the event that a candidate should be hired by RIHousing but not retained for the duration of time agreed upon by RIHousing and the firm, the firm's fee structure will be adjusted accordingly, in proportion to the length of time the candidate remains employed by RIHousing.

**Request for Proposals
Staffing Services – Temporary and Direct Hire**

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide staffing solutions for temporary and direct hire placements on an as-needed basis.

INSTRUCTIONS

One original copy of the proposal should be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Barbara Farrand, Director of Human Resources**. Please also direct a courtesy copy by email to: bfarrand@rihousing.com. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Proposals must be received no later than 5:00 EST p.m. on Friday, October 4, 2019.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided in Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - g. Name of the principal(s) of the firm.
 - h. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - i. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

12. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
13. Provide an overview of your candidate screening process including ability to outreach to a diverse candidate population.
14. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**
15. Describe how your firm will handle actual and or potential conflicts of interest.
16. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**
17. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

6. Please provide a cost proposal for providing the Scope of Work in Attachment A.
7. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
8. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

4. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
5. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

3. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, Interim Executive Director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

4. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Barbara Farrand, Director of Human Resources**, bfarrand@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after October 4, 2019, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects, assignments and direct to hire positions as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com.

Attachment A

Scope of Work

RIHousing seeks to build a list of qualified temporary staffing agencies and direct hire agencies to provide temporary employees and direct hires on an as-needed basis. This will be a non-exclusive engagement in which entities will be selected on a rotating basis, subject to RIHousing's need. RIHousing's business primarily relates to mortgage origination and servicing (residential and commercial) and the administration of housing assistance programs.

RIHousing is seeking a trusted source for qualified, experienced temporary and direct hire candidates to assure business continuity. RIHousing typically has need for one to three qualified persons per month to temporarily assist in various divisions when there is a staff shortage due to an increase in workload, employee leave, termination, or other event which results in a position becoming vacant. RIHousing may also have the need for direct hire placement to fill a vacant position within a short period of time. Vacancies in positions can cause business disruption due to slowed productivity, loss of specialized skills, and division of scarce departmental resources. In the event of such a vacancy, RIHousing seeks entities with the ability to present to the Human Resource Department on demand, or within a 24-hour period, the professional resumes of three or more highly skilled, in some cases specialized, candidates for review. At the time of presentation to the Human Resources Department, the entity must provide the hourly bill rate for the temporary candidate or the salary expectations of a direct hire candidate, and must indicate all fees associated with their placement up front.

For temporary candidates, the selected entities must make selected candidates available for in-person interviews with hiring managers and other representatives of RIHousing. The entity must additionally have the capacity to conduct pre-employment criminal background checks on all selected temporary candidates. The selected entities will serve as liaison between the temporary employee and the company in the event any disciplinary action is needed and must be willing to recall the temporary employee at any time and for any reason, at the sole discretion of RIHousing.

For direct hire candidates, the selected entities must have the capacity to conduct pre-screening on all candidates and must make selected candidates available for in-person interviews with hiring managers and other representatives of RIHousing.

DRAFT – To be issued March – April 2021
Request for Proposals
Diversity, Equity, and Inclusion Consultant

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide a range of services related to diversity, equity, and inclusion in the culture, business and practices of the corporation.

INSTRUCTIONS

An electronic proposal should be submitted to Lisa Primiano at lprimiano@rihousing.com. Please also direct a courtesy copy by email to: [E-Mail address]. Proposals should be concise and include all attachments and work samples if appropriate. Proposals should be presented on business letterhead.

Proposals must be received no later than 3:00 EST p.m. on Wednesday, [deadline]. Responses received after this date and time shall not be accepted.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A.

Submission **IS TO BE INCLUDED WITH YOUR PROPOSAL**

Check List

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - j. Name of the principal(s) of the firm.
 - k. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - l. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

18. Provide examples of DEI work that has been conducted by your firm, including but not limited to organizational assessments; DEI Plans; and/or coaching, educational and training programs.
19. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
20. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**
21. Describe how your firm will handle actual and or potential conflicts of interest.
22. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, please provide a statement to such effect.**
23. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

9. Please provide a cost proposal for providing the Scope of Work at Attachment A.
10. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, flat rates, if applicable, and reimbursable expenses for any services that may be requested in addition to the services previously described.
11. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Affirmative Action Plan and Minority Owned Business/Women Owned Business

6. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

E. Miscellaneous

1. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.
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F. Certifications

4. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

5. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

4. Please include a letter from your president, chairperson or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to [Name & E-Mail address] seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after [Submission Deadline Date], (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Work Plan and Approach for completing the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Proven track record and excellent performance with similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: [Name, E-mail address].

Addendum

DIVERSITY PLAN TO IMPROVE MINORITY HIRING AND WORKPLACE INCLUSION

RIHousing continues to exceed guidelines regarding females, company-wide, in the three major EEO job categories, Officials, Managers, and Administrators; Professionals, and Administrative. Our Administrative category also significantly exceeds minority guidelines. Our areas of opportunity continue to be increasing minority staffing in both the managerial and professional categories as well as across the board with veterans and the disabled. We have two goals to address these opportunities, increase the diversity of our applicants, thereby increasing diversity hiring, and to build on our currently diverse workforce by fostering more inclusion and celebration of our diversity in our workforce and our client base.

- A. To increase the diversity of our applicant base, we have done and will be doing the following:
 - a. Our recently formed Equal Employment Opportunity Action Committee (EEOAC) will also address diversity and inclusion at RIHousing
 - b. We have added and highlighted our diversity statement to all job descriptions, job postings, ads, and our website.
 - c. We have partnered with PDN (Professional Diversity Network) to centralize our job distribution and media outreach platform to networks such as iHispano, BlackCareerNetwork, WomensCareerChannel, Military2Career, AbilityCareers, Asian Career Network, Pride Careers, Black Data Processing Associates, Greek Diversity, International Association of Women, TechLatino, NAACP, The Veterans Exchange, The National Urban League, EBONY, Phi Beta Sigma, Alpha Kappa Alpha, Kappa Alpha Psi, Black Women Tech, Iota Phi Theta, Alpha Phi Alpha, Sigma Gamma Rho, Disability Solutions, Hire Veterans, Job Opportunities for Disabled Veterans, disABLEDperson, StartWire, Neuvoo, Upward, Talroo, Appcast Exchange, CareerBliss, and MyJobHelper.
 - d. We will highlight our Employee Referral Program to expand our current successes in building a diverse and inclusive workforce.
 - e. The organizations selected for executive, professional, and temporary to hire searches will be directed to and measured on providing candidates that specifically address our diversity needs.
 - f. We will continue to share employee testimonials to our website and internal intranet celebrating diversity and inclusion at RIHousing.
 - g. We met with Employer Support of the Guard and Reserve (ESGR) to gain their insight and advice on recruiting more veterans and ensuring maximum inclusion within our workforce.

- B. To foster more inclusion within the RIHousing we have done and will do the following:
 - a. Continue to offer Diversity Training to our annual Anti-Harassment/Discrimination Training.
 - b. RIHousing will provide interviewing and hiring training to all managers to build a wider and more successful record of diversity in hiring. Also included in this training will be methods of increasing inclusion within our organization and its departments.
 - c. We partnered with MGT Consulting Group to conduct a Classification and Compensation Study. The study's overall objective was to provide RIH with an updated compensation system to ensure that the system is accurate, equitable, and market competitive so RIH may continue to attract and retain highly qualified employees. The recommendations helped maintain competitive compensation system that will support the Corporation in its goal to compensate its employees fairly and at market competitive rates to recruit and retain the best possible talent.
 - d. We have partnered with a DEI Consultant Group called the Exeter Group. Exeter partners with organizations across multiple sectors to improve employee and stakeholder equity. Their unique

approach integrates research, practice, and actionable data to produce measurable results. Exeter designs, develops, implements, and evaluates diversity, equity, and inclusion strategies. They touch employees, members, end-users, corporation partners, diverse suppliers, board members, and government entities. Exeter's assessment approach is comprehensive and delivers a clear roadmap for change. It includes qualitative and quantitative data from multiple stakeholders, including staff, leaders, community partners, residents, and others. Exeter's proven approach fosters collaboration, promotes transparency, and yields a current state assessment snapshot and tangible action plan for all stakeholders. Following are components that Exeter will utilize for RIHousing to identify strengths and gaps and outline a DEI strategy to execute that will enable RIHousing to establish best practices relating to Diversity, Equity, and Inclusion.