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|  <b>Department of Corrections<br/>and Community Supervision</b><br><br><b>DIRECTIVE</b> | TITLE<br><b>Non-Discrimination in<br/>Transactions with Private<br/>or Commercial<br/>Establishments</b>  |                      | NO.<br>2603        |
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| REFERENCES (Include but are not limited to)<br>Executive Order #17; ACA Expected Practice 2-CI-6C-4  | APPROVING AUTHORITY<br> |                      |                    |

**I. POLICY:** The Department of Corrections and Community Supervision shall not conduct business with any private establishment (e.g., club or organization) that excludes persons because of their age (18 and older), citizenship status, color, creed/religion, disability (physical or mental), domestic violence victim status, familial status (being pregnant, caring for a child under 18, or seeking to adopt a child under 18), gender (including sexual harassment), gender expression, gender identity, marital status, military/veteran status, national origin, predisposing genetic characteristics, prior arrest/criminal record, prior convictions (unless certain requirements have been met), race, sex (including pregnancy, childbirth, and pregnancy-related medical conditions), and sexual orientation (includes perceived sexual orientation). This policy is in accord with Executive Order No. 17, which established a New York State Policy on Private Institutions Which Discriminate.

Consistent with the Department’s Equal Employment Opportunity and Diversity and Inclusion policies, and in accordance with “Equal Employment Opportunity in New York State - Employees Rights and Responsibilities: A Handbook for Employees of New York State Agencies,” employees shall not conduct any Department business with any private establishment which discriminates as stated above.

- II. ACTION:** The Department of Corrections and Community Supervision believes that all people should be able to enjoy and exercise all rights and freedoms of our democratic society. Therefore:
- A. Employees shall make every effort to ensure that the Department, as an Agency of the State of New York, does not take any actions or participate in any activities in the conduct of its business that would effectively support or promote discrimination against any protected class individual, as defined by federal and/or State statutes.
  - B. Any employee, group, unit, bureau, facility, and/or organizational element of the Department of Corrections and Community Supervision, when contracting for or arranging for the provision of food, lodging, or meeting space, or other arrangement for the purpose of conducting Department business, shall not do business with commercial/private establishments that are known to impose employment and/or service restrictions against any protected class individual.