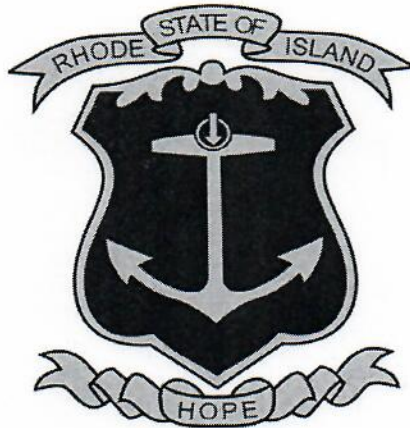


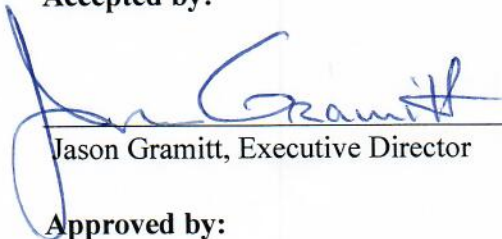
# Rhode Island Ethics Commission

## Affirmative Action Plan



Rhode Island Ethics Commission  
40 Fountain Street  
Providence, Rhode Island 02903  
Effective Dates: July 1, 2020 – June 30, 2021

**Accepted by:**

  
\_\_\_\_\_  
Jason Gramitt, Executive Director

Date: 3/23/21

**Approved by:**

  
\_\_\_\_\_  
ODEO/State Equal Opportunity Office

Date: 3/21/22

Rhode Island Ethics Commission  
Affirmative Action Plan

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## **Agency Organization and Structure**

### **Agency Operations**

The independent, non-partisan Rhode Island Ethics Commission was established pursuant to an amendment to the Rhode Island Constitution, approved by the voters on November 4, 1986. The Commission's first members were appointed on July 25, 1987, pursuant to Title 36, Chapter 14 of the Rhode Island General Laws. The operations of the Ethics Commission include formulating policies and regulations relating to the conduct of public officials and employees; investigating and adjudicating complaints alleging violations of the Code of Ethics; maintaining files on more than 4,000 Financial Disclosure Statements per year; issuing advisory opinions to public officials and employees at their request regarding the application of the Code of Ethics to a specific situation, and educating public officials, employees and members of the public as to the requirements of the Code of Ethics and the functions of the Commission.

The staff of the Commission is headed by an Executive Director/Chief Prosecutor, who is hired by the Commission. The Commission's operations are funded solely with state general revenues.

### **Agency Objectives**

Ensure that public officials and employees adhere to the highest standards of ethical conduct, respect the public trust, avoid the appearance of impropriety, and not use their position for private gain or advantage.

Respond efficiently and thoroughly to public inquiries regarding requirements of the Code of Ethics for public officials and employees.

Thoroughly investigate complaints alleging violations of the provisions of the Code of Ethics in a timely manner.

Expand the use of technology in all aspects of the Commission's operations and ensuring greater public access to information and more effective use of investigative and informational resources.

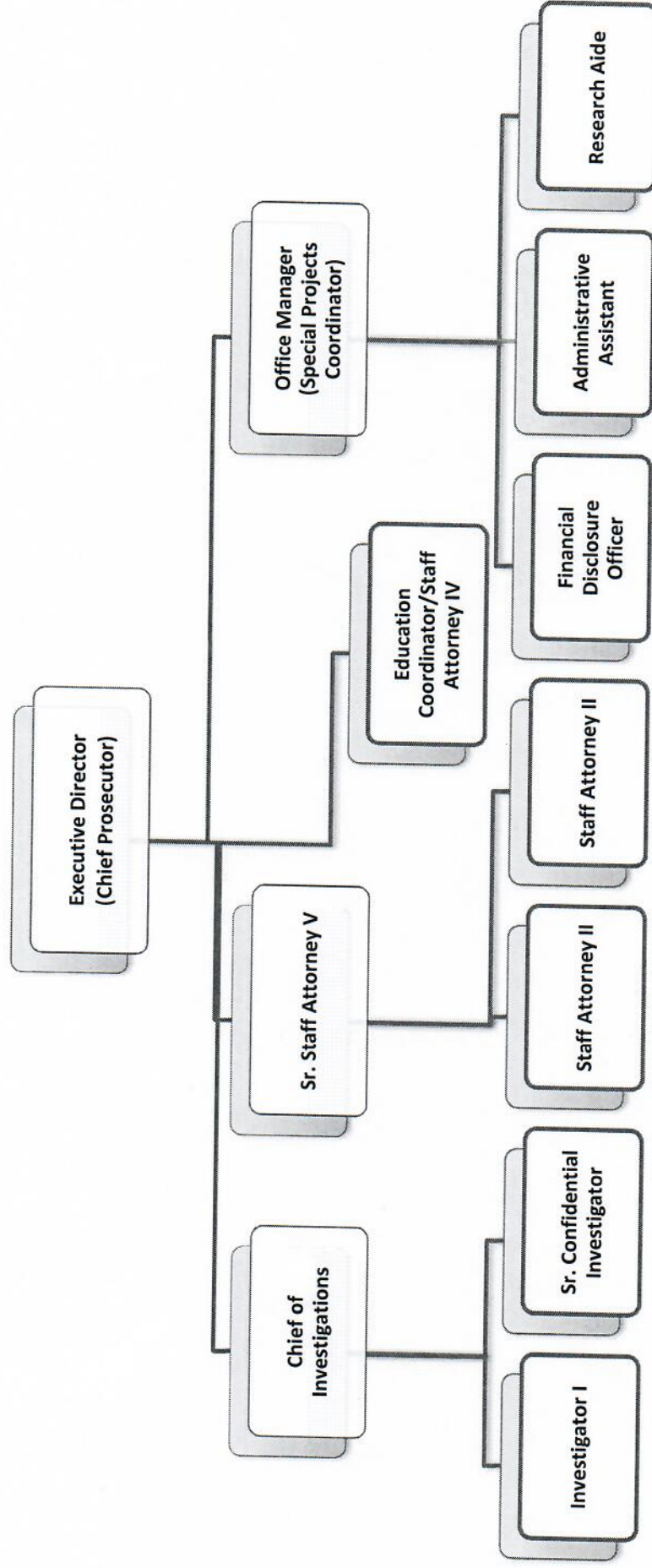
Provide educational and informational seminars, programs and publications for public officials and employees and the public-at-large regarding codes of conduct for public servants and the workings of the Ethics Commission.

## **Statutory History**

Article III, sections 7 and 8 of the Rhode Island Constitution mandates the establishment of the Ethics Commission, empowers the Commission to adopt a code of ethics, sets forth its jurisdiction over all elected and appointed officials and employees of state and local government, and authorizes the Commission to investigate code violations and to impose penalties. Title 36, Chapter 14 of the Rhode Island General Laws sets forth the legislative provisions of the Code of Ethics and defines the Commission's advisory, investigative and adjudicative procedures.



# Rhode Island Ethics Commission Organizational Chart



## THE RHODE ISLAND ETHICS COMMISSION STATEMENT OF POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

**It is the policy of the Rhode Island Ethics Commission ("Commission") to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state legislation and executive orders. Therefore, the Commission will strive to ensure that all employees adhere to the following directives.**

The Commission supports affirmative action and equal opportunity. The Commission 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. The Commission will not discriminate on the basis of race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, or gender identity or expression. The Commission 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 coworkers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability or any other protected status. 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 Coordinator for the Commission is Tracy A. Teixeira.

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

  
Jason Gramitt

Executive Director, Rhode Island Ethics Commission

Date: 3/23/21



AGENCY: Rhode Island Ethics Commission DATE: 7/1/19-6/30/20

EEO Category		Race/Ethnic Code:	Gender Code
A - Officials/Managers/Administrators	E - Paraprofessionals	1 - Black or African American (Not Hispanic or Latino)	F - Female
B - Professionals	F - Administrative Support	2 - Hispanic or Latino	M - Male
C - Technicians	G - Skilled Craft	3 - American Indian or Alaska Native (Not Hispanic or Latino)	
CF - Faculty	H - Service Maintenance	4 - Asian (Not Hispanic or Latino)	Disabled Code
D - Protective Services		5 - White (Not Hispanic or Latino)	D - Disabled
		6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	Veteran Code
		7 - Two or More Races (Not Hispanic or Latino)	V - Veteran

\* Agency had no new hires during plan year.

5

## APPLICANT FLOW DATA

AGENCY: Rhode Island Ethics Commission

DATE: 7/1/19-6/30/20

	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*)		
<b>APPLICANTS</b>																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>HIRES</b>																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PROMOTIONS</b>																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TERMINATIONS</b>																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Not Hispanic or Latino

\*\* Include disabled in appropriate job categories.

Agency had no new hires during plan year.



Minority Applicants	0
Total Applicants	0
Minority Hires	0
Total Hires	0
Female Applicants	0
Total Applicants	0
Female Hires	0
Total Hires	0
Minority Terminated	0
White Female Terminated	0
White Male Terminated	0
Total Terminated	0

**Agency had no new hires during plan year.**

AGENCY: Rhode Island Ethics Commission

Date: July 1, 2019 - June 30, 2020

[illegible]

Current Workforce: As of June 30th, 2020

**Last Year's Workforce:** As of June 30th, 2019

Difference: Increases or Decreases:

**Goals:**

Goals. Numerical projections, 3

## Percent

0.00%	Minority Applicants	0.00%	Female Applicants
0.00%	Minority Hiring	0.00%	Female Hiring

0.00%	Minority
0.00%	White Female
0.00%	White Male

## Total Current Workforce Percent

Demographic	Percentage
White Male	33.35%
Minority	8.33%
Female	66.67%
Disabled	16.67%
Veteran	0.00%
Black or African American (*Not Hispanic or Latino)	8.33%
Hispanic or Latino	0.00%
Asian or Alaska Native (*Not Hispanic or Latino)	0.00%
American Indian or Native Hawaiian (*Not Hispanic or Latino)	0.00%
Two or More Races (*Not Hispanic or Latino)	0.00%

**Goals Met**

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

# JOB GROUP ANALYSIS SUMMARY

Agency: \_\_\_\_\_

Rhode Island Ethics Commission

DATE: \_\_\_\_\_

6/30/2020

EEO Job Categories	Total Employees	Total Minorities %	Male							Female						
			1 Black (NHL)	2 Hispanic or Latino	3 Asian (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/PI (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/PI (NHL)	7 Two or More Races (NHL)
Office/Managers, Administrators	4	0%	0	0	0	0	2	0	0	0	0	0	0	2	0	0
Professionals	5	0%	0	0	0	0	2	0	0	0	0	0	0	3	0	0
Faculty	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
Protective Services	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	1	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	2	50%	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Skilled Craft	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
GRAND TOTAL	12	8%	0	0	0	0	4	0	0	0	1	0	0	7	0	0

NOTE: NHL means Not Hispanic or Latino

Based on current workforce  
as of 6/30/2020

- 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: \_\_\_\_\_ Professionals

DATE: 30-Jun-20

JOB TITLE		GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male							Female																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
						TOTAL MALE	1 Black (H&L)	2 Hispanic or Latino (H&L)	3 AMAN (H&L)	4 Asian (H&L)	5 White (H&L)	6 NHOPI (H&L)	7 Two or More Races (H&L)	TOTAL FEMALE	1 Black (H&L)	2 Hispanic or Latino (H&L)	3 AMAN (H&L)	4 Asian (H&L)	5 Native Hawaiian (H&L)	6 NHOPI (H&L)	7 Two or More Races (H&L)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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## JOB GROUP ANALYSIS

[illegible]



## JOB GROUP ANALYSIS

EEO JOB Category \_\_\_\_\_ Administrative Support

DATE: 30-Jun-20

[illegible]

DETERMINING UNDERREPRESENTATION & GOAL SETTING

AGENCY: Rhode Island Ethics Commission

DATE: JULY 1, 2018-JUNE 30, 2020

WORKFORCE													UNDERREPRESENTATION													AAP HIRING GOALS - *N/A												
ED-4 Job Categories	TOTAL EMPLOYEES	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (H&L)	HISPANIC OR LATINO (H&L)	AMERICAN INDIAN OR NATIVE (H&L)	ASIAN (H&L)	WHITE (H&L)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (H&L)	TWO OR MORE RACES (H&L)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (H&L)	HISPANIC OR LATINO (H&L)	AMERICAN INDIAN OR NATIVE (H&L)	ASIAN (H&L)	WHITE (H&L)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (H&L)	TWO OR MORE RACES (H&L)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (H&L)	HISPANIC OR LATINO (H&L)	AMERICAN INDIAN OR NATIVE (H&L)	ASIAN (H&L)	WHITE (H&L)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (H&L)	TWO OR MORE RACES (H&L)				
Civilian Managers	4		2		2					4			1	0	0	-2	0	1	0	0	0	-1	0	0														
Professionals	5		3							5			2	0	0	0	0	1	0	0	0	-1	0	0														
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														
Production Services													0	0	0	0	0	0	0	0	0	0	0	0														
Para- Professionals	1		1							1			0	0	0	0	0	0	0	0	0	0	0	0														
Administrative Support	2	1	2				1			1			0	-1	0	0	0	0	-1	0	0	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														

\* Not Applicable or Unknown

Hiring Goals:

\*N/A

When fully staffed, the Ethics Commission consists of 12.0 FTEs, including five (5) attorneys, three (3) investigators and four (4) administrative staff members. Historically, the Commission does not experience significant turnover. As of FY 2020, (7) staff members have been in the Commission's employ for more than a decade, three (3) have been employed for more than twenty (20) years. As vacancies occur, the positions are publicly posted, including outreach through the Office of Diversity, Equity and Opportunity.



## **Rhode Island Ethics Commission**

### **Diversity Plan to Improve Minority Hiring and Workplace Inclusion**

Historically, the Rhode Island Ethics Commission ("Commission") does not experience significant turnover among its twelve (12) FTE staff. When fully staffed, the Commission is comprised of five (5) attorneys, three (3) investigators and four (4) administrative staff members. As of FY 2018, seven (7) staff members have been in the Commission's employ for more than a decade, three (3) have been employed for more than twenty (20) years. Based on the State of Rhode Island's civilian labor force percentages and our current workforce as of June 30, 2020, the Commission staff presently exceeds statistical representation in the following categories: female; disabled; and White. The Commission meets statistical representation in the following categories: American Indian or Alaskan Native; Asian; Native Hawaiian or Other Pacific Islander; and Two or More Races. Due to its small size and lack of personnel turnover, the Commission is statistically underrepresented in the following categories: Black or African American; Hispanic or Latino; veterans and minorities. As an agency with twelve (12) FTE staff members, the Commission is unable to achieve statistical goals for all minority representation in its labor force in the categories described.

The Commission is committed to identifying and eliminating past and present effects of discrimination in employment. All vacancies, as well as any newly created positions, shall be publicly posted, including outreach notification through the Office of Diversity, Equity and Opportunity. In order to achieve equality and opportunity, the Commission recognizes the need to take affirmative action to increase the employment of underrepresented groups from among qualified applicants for such posted positions. The Commission Office Manager shall notify all staff members of training programs related to diversity, equity, and inclusion in the workplace that are made available through the Office of Diversity, Equality and Opportunity or its designee. Staff members shall be encouraged to participate in such training as part of their Commission employ.



## **RETALIATION OR COERCION STATEMENT**

An employee or agent of State Government 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 American 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**

The Rhode Island Ethics Commission has adopted an internal grievance procedure to address complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) of 1990. The complaint procedure outlined below will provide prompt and equitable resolution of complaints alleging any discrimination against persons on the basis of disability in employment matters.

### **Complaint process:**

Complainants seeking to file a grievance should submit the complaint in writing by completing the Rhode Island Ethics Commission's Americans with Disabilities Act Complaint form.

Complaints should be addressed to Tracy Teixeira who has been designated to coordinate ADA/504 Compliance efforts.

Complaints shall be submitted to the ADA Coordinator within ten (10) business days 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 Executive Director Jason Gramitt or his designee. This procedure contemplates an informal but thorough investigation, 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, will be issued by Executive Director Jason Gramitt or his designee. The ADA Coordinator will forward a copy of the report to the complainant within fifteen (15) business days after the complaint was received, unless further time is necessary.

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

A person may also report a complaint orally or in writing to the Division of Human Resources, Site Operations/Business Partner Team. A fillable pdf form is available for use on the Division of Human Resources website located at <http://www.hr.ri.gov/>.



**RHODE ISLAND ETHICS COMMISSION**  
**AMERICANS WITH DISABILITIES ACT**  
**COMPLAINT FORM**

**Complainant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Complaint Information**

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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*Please attach additional pages as necessary.*

*Submit this completed form and any additional pages or information to:*

*Tracy A. Teixeira  
Office Manager and ADA Coordinator  
Rhode Island Ethics Commission  
40 Fountain Street, 8th Floor  
Providence, RI 02903*

Complainant Signature

Date

Received by:

Signature

Name/Title

Date