

## STATE OF NEW YORK OFFICE OF THE ATTORNEY GENERAL

# SUBPOENA DUCES TECUM THE PEOPLE OF THE STATE OF NEW YORK GREETINGS

TO: Stephanie Benton
Director of Governor's Offices
Executive Chamber
Capitol Building
Albany, NY 12224

YOU ARE HEREBY COMMANDED, under Executive Law § 63(8) and N.Y. Civil Practice Law and Rules § 2302(a), and/or other statutes, to deliver and turn over to the Special Deputies to the First Deputy Attorney General, on *the 29th day of March*, 2021, at 9:30 a.m., or any agreed upon adjourned date or time, at One Liberty Plaza, 38th Floor, New York, New York 10006, all documents and information requested in the attached Schedule in accordance with the instructions and definitions contained therein.

TAKE NOTICE that the Attorney General deems the documents and information commanded by this Subpoena to be relevant and material to an investigation and inquiry undertaken in the public interest.

TAKE FURTHER NOTICE that Your disobedience of this Subpoena, by failing to deliver the documents and information requested in the attached Schedule on the date, time and place stated above or on any agreed upon adjourned date or time, <u>may subject</u> <u>You to penalties and other lawful punishment</u> under § 2308 of the New York Civil Practice Law and Rules and other statutes.

**WITNESS, The Honorable Letitia James,** Attorney General of the State of New York, this 15th day of March, 2021.

/s/ Anne L. Clark By: By: Joon H. Kim Anne L. Clark Jennifer Kennedy Park Yannick Grant Abena Mainoo Special Deputies to the Special Deputies to the First Deputy Attorney General First Deputy Attorney General @ag.ny.gov @ag.ny.gov @ag.ny.gov @ag.ny.gov @ag.ny.gov

### **SCHEDULE**

### A. General Definitions and Rules of Construction

- 1. "All" means each and every.
- 2. "Any" means any and all.
- 3. "And" and "or" shall be construed either disjunctively or conjunctively as necessary to bring within the scope of the Subpoena all information or Documents that might otherwise be construed to be outside of its scope.
- 4. "<u>Communication</u>" means any conversation, discussion, letter, email, text message, instant message, memorandum, meeting, note or other transmittal of information or message, whether transmitted in writing, orally, electronically or by any other means, and shall include any Document that abstracts, digests, transcribes, records or reflects any of the foregoing.
- 5. "Concerning" means, directly or indirectly, in whole or in part, relating to, referring to, describing, evidencing or constituting.
- 6. "<u>Custodian</u>" means any Person or Entity that, as of the date of this Subpoena, maintained, possessed, or otherwise kept or controlled such Document.
- 7. "Document" is used herein in the broadest sense of the term and means all records and other tangible media of expression of whatever nature however and wherever created, produced or stored (manually, mechanically, electronically or otherwise), including without limitation all versions whether draft or final, all annotated or nonconforming or other copies, electronic mail ("email"), instant messages, text messages, Blackberry or other wireless device messages, voicemail, calendars, date books, appointment books, diaries, books, papers, files, notes, confirmations, accounts statements, correspondence, memoranda, reports, records, journals, registers, analyses, code (e.g., C/C++/C#, SQL, JavaScript), algorithms, code repositories (e.g., GitHub), commit messages, audit logs, data or databases (e.g., Oracle, postgres or other SQL or non-SQL systems), plans, manuals, policies, telegrams, faxes, telexes, wires, telephone logs, telephone messages, message slips, minutes, notes or records or transcriptions of conversations or Communications or meetings, tape recordings, videotapes, disks, and other electronic media, microfilm, microfiche, storage devices, press releases, contracts, agreements, notices and summaries. Any non-identical version of a Document constitutes a separate Document within this definition, including without limitation drafts or copies bearing any notation, edit, comment, marginalia, underscoring, highlighting, marking, commit messages, or any other alteration of any kind resulting in any difference between two or more otherwise identical Documents. In the case of Documents bearing any notation or other marking made by highlighting ink, the term Document means the original version bearing the highlighting ink, which original must be produced as opposed to any copy

thereof.

- 8. "Entity" means without limitation any corporation, company, limited liability company or corporation, partnership, limited partnership, association, or other firm or similar body, or any unit, division, agency, department, or similar subdivision thereof.
- 9. "Identify" or "Identity," as applied to any Document means the provision in writing of information sufficiently particular to enable the Attorney General to request the Document's production through subpoena or otherwise, including but not limited to: (a) Document type (letter, memo, etc.); (b) Document subject matter; (c) Document date; and (d) Document author(s), addressee(s) and recipient(s). In lieu of identifying a Document, the Attorney General will accept production of the Document, together with designation of the Document's Custodian, and identification of each Person You believe to have received a copy of the Document.
- 10. "<u>Identify</u>" or "<u>Identity</u>," as applied to any Entity, means the provision in writing of such Entity's legal name, any d/b/a, former, or other names, any parent, subsidiary, officers, employees, or agents thereof, and any address(es) and any telephone number(s) thereof.
- 11. "<u>Identify</u>" or "<u>Identity</u>," as applied to any natural person, means and includes the provision in writing of the natural person's name, title(s), position(s), any aliases, place(s) of employment, telephone number(s), email address(es), mailing addresses and physical address(es).
- 12. "Person" means any natural person, or any Entity.
- 13. "<u>Sent</u>" or "<u>received</u>" as used herein means, in addition to their usual meanings, the transmittal or reception of a Document by physical, electronic or other delivery, whether by direct or indirect means.
- 14. "Subpoena" means this subpoena and any schedules or attachments thereto.
- 15. The use of the singular form of any word used herein shall include the plural and vice versa. The use of any tense of any verb includes all other tenses of the verb.

### **B.** Particular Definitions

1. "Complainant" means Charlotte Bennett, Alessandra Biaggi, Lindsey Boylan, Brittany Commisso, Karen Hinton, Ana Liss, Anna Ruch, and any other individual who has made any Complaints known to You, any other member of the Executive Chamber, or the public. For the avoidance of doubt, to the extent additional allegations come to light following the issuance of this Subpoena, individuals who make such allegations should be included in the definition of "Complainant."

- 2. "Complaint" means any and all complaints, allegations, comments, accusations, or other statements of workplace misconduct, sexual harassment, sex- or gender-based misconduct, or other behavior or comments of a sexual, abusive or otherwise inappropriate or uncomfortable nature, whether made formally or informally.
- 3. "<u>County Executive</u>" means any chief executive of New York, and all other officials, employees, personnel, and agents of the counties in the State.
- 4. "Executive Chamber" means the Executive Chamber of the State of New York, including but not limited to Governor Andrew M. Cuomo, and all other officers, directors, supervisors, personnel, employees, secretaries, interns, fellows, agents, contractors, consultants, representatives, and attorneys of the Executive Chamber, or any other Persons associated with or acting on behalf of the foregoing, or acting on behalf of any predecessors, successors, or affiliates of the foregoing at any point during the relevant time.
- 5. "Executive Office" means any office within the New York State government in which employees and officers work directly with, work under the control of, answer to or maintain direct contact with the Governor. This includes offices in Albany, Manhattan, and anywhere else in New York State.
- 6. "Governor" means the New York State Governor Andrew M. Cuomo.
- 7. "Governor's Mansion" means the official residence of the Governor, also known as the New York State Executive Mansion.
- 8. "New York Attorney General" or "Attorney General" means the New York State Office of the Attorney General, including Letitia James.
- 9. "Respondent," "You," or "Your" means Stephanie Benton, Director of Governor's Offices, either in an official or individual capacity.
- 10. "State" or "New York" means the State of New York.
- 11. "<u>State Legislature</u>" means the New York State Assembly, including but not limited to its members, employees, personnel, and agents.

#### C. Instructions

1. Preservation of Relevant Documents and Information; Spoliation. You are reminded of Your obligations under law to preserve Documents and information relevant or potentially relevant to this Subpoena from destruction or loss, and of the consequences of, and penalties available for, spoliation of evidence. No agreement, written or otherwise, purporting to modify, limit or otherwise vary the terms of this Subpoena, shall be construed in any way to narrow, qualify, eliminate or otherwise diminish Your aforementioned preservation obligations.

Nor shall You act, in reliance upon any such agreement or otherwise, in any manner inconsistent with Your preservation obligations under law. No agreement purporting to modify, limit or otherwise vary Your preservation obligations under law shall be construed as in any way narrowing, qualifying, eliminating or otherwise diminishing such aforementioned preservation obligations, nor shall You act in reliance upon any such agreement, unless a Special Deputy to the First Deputy Attorney General confirms or acknowledges such agreement in writing, or makes such agreement a matter of record in open court.

- 2. Possession, Custody, and Control. The Subpoena calls for all responsive Documents or information in Your possession, custody or control. This includes, without limitation, Documents or information possessed or held by You on any devices, whether personally owned or supplied to you by your employer or held by Your employees, agents, representatives, or consultants or Persons from whom You could request Documents or information. If Documents or information responsive to a request in this Subpoena are in Your control, but not in Your possession or custody, You shall promptly Identify the Person with possession or custody of the Person's obligation to preserve such Documents and provide them to You for production.
- 3. <u>Documents No Longer in Your Possession.</u> If any Document requested herein was formerly in Your possession, custody or control but is no longer available, or no longer exists, You shall submit a statement in writing under oath that: (a) describes in detail the nature of such Document and its contents; (b) Identifies the Person(s) who prepared such Document and its contents; (c) Identifies all Persons who have seen or had possession of such Document; (d) specifies the date(s) on which such Document was prepared, transmitted or received; (e) specifies the date(s) on which such Document became unavailable; (f) specifies the reason why such Document is unavailable, including without limitation whether it was misplaced, lost, destroyed or transferred; and if such Document has been destroyed or transferred, the conditions of and reasons for such destruction or transfer and the Identity of the Person(s) requesting and performing such destruction or transfer; and (g) Identifies all Persons with knowledge of any portion of the contents of the Document.
- 4. <u>No Documents Responsive to Subpoena Requests.</u> If there are no Documents responsive to any particular Subpoena request, You shall so state in writing under oath in the Affidavit of Compliance attached hereto, identifying the paragraph number(s) of the Subpoena request concerned.
- 5. <u>Format of Production.</u> You shall produce Documents and information responsive to this Subpoena in the format requested by the Office of the New York State Attorney General, as set out in Attachments 1 and 2 or as otherwise agreed upon.
- 6. <u>Databases.</u> To the extent that any data responsive to the requests herein is maintained in an electronic repository of records, such as a detailed transcription report, such information should be produced by querying the database for

responsive information and generating a report or a reasonably usable and exportable electronic file (for example, \*.csv and/or \*.xls formats) for review. If it is not possible to export data in this format, You must make the database available to the undersigned for meaningful inspection and review of the information.

- 7. Existing Organization of Documents to be Preserved. Regardless of whether a production is in electronic or paper format, each Document shall be produced in the same form, sequence, organization or other order or layout in which it was maintained before production, including but not limited to production of any Document or other material indicating filing or other organization. Such production shall include without limitation any file folder, file jacket, cover or similar organizational material, as well as any folder bearing any title or legend that contains no Document. Likewise, all Documents that are physically attached to each other in Your files shall remain so attached in any production; or if such production is electronic, shall be accompanied by notation or information sufficient to indicate clearly such physical attachment.
- 8. Manner of Compliance Custodians/Search Terms/Technology-Assisted Review. Prior consultation with the Special Deputies to the First Deputy Attorney General is required concerning selection of custodians for document searches (whether electronic or otherwise) or for use of search term filters, predictive coding or other forms of technology-assisted review. The Office of the Attorney General reserves the right to approve, disapprove, modify or supplement any proposed list of custodians, search terms, and/or review methodology. The selection or use of custodians, search term filters, and/or technology-assisted review in no way relieves You of Your obligation to fully respond to these requests for Documents or information.
- 9. <u>Document Numbering.</u> All Documents responsive to this Subpoena, regardless of whether produced or withheld on ground of privilege or other legal doctrine, and regardless of whether production is in electronic or paper format, shall be numbered in the lower right corner of each page of such Document, without disrupting or altering the form, sequence, organization or other order or layout in which such Documents were maintained before production. Such number shall comprise a prefix containing the producing Person's name or an abbreviation thereof, followed by a unique, sequential, identifying document control number.
- 10. <u>Privilege Placeholders.</u> For each Document withheld from production on ground of privilege or other legal doctrine, regardless of whether a production is electronic or in hard copy, You shall insert one or more placeholder page(s) in the production bearing the same document control number(s) borne by the Document withheld, in the sequential place(s) originally occupied by the Document before it was removed from the production.
- 11. <u>Privilege.</u> If You withhold or redact any Document responsive to this Subpoena on ground of any privilege or other legal doctrine, You shall submit with the

Documents produced a statement in writing under oath, stating: (a) the document control number(s) of the Document withheld or redacted; (b) the type of Document; (c) the date of the Document; (d) the author(s) and recipient(s) of the Document; (e) the general subject matter of the Document; and (f) the legal ground for withholding or redacting the Document. If the legal ground for withholding or redacting the Document is attorney-client privilege, You shall indicate the name of the attorney(s) whose legal advice is sought or provided in the Document.

- 12. Your Production Instructions to Be Produced. You shall produce a copy of all written or otherwise recorded instructions prepared by You concerning the steps taken to respond to this Subpoena. For any unrecorded instructions given, You shall provide a written statement under oath from the Person(s) who gave such instructions that details the specific content of the instructions and any Person(s) to whom the instructions were given.
- 13. Cover Letter, Index, and Identifying Information. Accompanying any production(s) made pursuant to this Subpoena, You shall include a cover letter that shall at a minimum provide an index containing the following: (a) a description of the type and content of each Document produced therewith; (b) the paragraph number(s) of the Subpoena request(s) to which each such Document is responsive; (c) the Identity of the Custodian(s) of each such Document; and (d) the document control number(s) of each such Document. As further set forth in Attachment 2, information must also be included in the metadata and load files of each production concerning the identity of each Document's custodian, as well as information identifying the particular Document requests and/or information to which each document is responsive.
- 14. <u>Affidavit of Compliance.</u> A copy of the Affidavit of Compliance provided herewith shall be completed and executed by all natural persons supervising or participating in compliance with this Subpoena, and You shall submit such executed Affidavit(s) of Compliance with Your response to this Subpoena.
- 15. <u>Identification of Persons Preparing Production.</u> In a schedule attached to the Affidavit of Compliance provided herewith, You shall Identify the natural person(s) who prepared or assembled any productions or responses to this Subpoena. You shall further Identify the natural person(s) under whose personal supervision the preparation and assembly of productions and responses to this Subpoena occurred. You shall further Identify all other natural person(s) able competently to testify: (a) that such productions and responses are complete and correct to the best of such person's knowledge and belief; and (b) that any Documents produced are authentic, genuine and what they purport to be.
- 16. <u>Continuing Obligation to Produce.</u> This Subpoena imposes a continuing obligation to produce the Documents and information requested. Documents located or created, and information learned, acquired or created, at any time after

- Your response is due shall be promptly produced at the place specified in this Subpoena.
- 17. <u>No Oral Modifications.</u> No agreement purporting to modify, limit or otherwise vary this Subpoena shall be valid or binding, and You shall not act in reliance upon any such agreement, unless a Special Deputy to the First Deputy Attorney General confirms or acknowledges such agreement in writing, or makes such agreement a matter of record in open court.
- 18. <u>Time Period.</u> Unless otherwise specified, the time period covered by this Subpoena shall be from January 1, 2013 forward.

### D. Documents to be Produced

- Any and all Documents concerning any Complaints concerning the Governor, including investigations thereof.
  - 2. Any and all Communications with or about a Complainant.
- 3. Any and all Documents reflecting Communications between the Governor and any of the Complainants.
- 4. Any and all Documents concerning a Complainant's attendance at an event, appointment, or meeting at which the Governor was or would be present, including any at the Executive Offices or the Governor's Mansion.
- 5. Any and all Documents concerning any change in the position, title, employment, or office of any Complainant.
- 6. Any and all Documents concerning Communications with the media and public statements about the Complainants or Complaints concerning the Governor.
- 7. Any and all Documents relating to how to respond to Complaints concerning the Governor, including the nature of any investigations to be conducted about such Complaints.
- 8. Any and all Documents concerning Communications with members of the State Legislature or County Executives about Complaints concerning the Governor.
- 9. Any and all Documents concerning retention or deletion of records within the Executive Chamber, including but not limited to Communications between

members, use of Blackberry instant messaging, and other means of communication.

- 10. Documents sufficient to identify Your employment history at the Executive Chamber, including but not limited to the time period of your employment, Your title(s), Your position(s), Your responsibilities, and Your direct supervisor(s).
- 11. A list of all Your electronic devices used for any Communication related to the Executive Chamber or the Governor, whether personally owned or supplied to you by the Executive Chamber or the State.
- 12. A list of all Your email addresses or phone numbers used for any Communication related to the Executive Chamber or the Governor.

### **ATTACHMENT 1**

### **Electronic Document Production Specifications**

Unless otherwise specified and agreed to by the Office of Attorney General, all responsive documents must be produced in LexisNexis® Concordance® format in accordance with the following instructions. Any questions regarding electronic document production should be directed to the Special Deputy to the First Deputy Attorney General whose email address appears on the subpoena.

- 1. <u>Concordance Production Components</u>. A Concordance production consists of the following component files, which must be produced in accordance with the specifications set forth below in Section 7.
  - a. *Metadata Load File.* A delimited text file that lists in columnar format the required metadata for each produced document.
  - b. *Extracted or OCR Text Files.* Document-level extracted text for each produced document or document-level optical character recognition ("OCR") text where extracted text is not available.
  - c. **Single-Page Image Files.** Individual petrified page images of the produced documents in tagged image format ("TIF"), with page-level Bates number endorsements.
  - d. *Opticon Load File.* A delimited text file that lists the single-page TIF files for each produced document and defines (i) the relative location of the TIF files on the production media and (ii) each document break.
  - e. *Native Files.* Native format versions of non-printable or non-print friendly produced documents.
- 2. <u>Production Folder Structure</u>. The production must be organized according to the following standard folder structure:
  - data\ (contains production load files)
  - images\ (contains single-page TIF files, with subfolder organization) \0001, \0002, \0003...
  - native\_files\ (contains native files, with subfolder organization) \0001, \0002, \0003...
  - text\ (contains text files, with subfolder organization) \0001, \0002, \0003...
- 3. <u>De-Duplication</u>. You must perform global de-duplication of stand-alone documents and email families against any prior productions pursuant to this or previously related subpoenas.

- 4. Paper or Scanned Documents. Documents that exist only in paper format must be scanned to single-page TIF files and OCR'd. The resulting electronic files should be pursued in Concordance format pursuant to these instructions. You must contact the Special Deputy to the First Deputy Attorney General whose email address appears on the subpoena to discuss (i) any documents that cannot be scanned, and (ii) how information for scanned documents should be represented in the metadata load file.
- 5. <u>Structured Data</u>. Before producing structured data, including but not limited to relational databases, transactional data, and xml pages, you must first speak to the Special Deputy to the First Deputy Attorney General whose email address appears on the subpoena. Structured data is data that has a defined length and format and includes, but is not limited to, relational databases, graphical databases, JSON files, or xml/html pages.

### a. Relational Databases

- 1. Database tables should be provided in CSV or other delimited machine-readable, non-proprietary format, with each table in a separate data file. The preferred delimiter is a vertical bar "|". If after speaking with the Special Deputy to the First Deputy Attorney General and it is determined that the data cannot be exported from a proprietary database, then the data can be produced in the proprietary format so long as the Office of the Attorney General is given sufficient access to that data.
- 2. Each database must have an accompanying Data Dictionary.
- 3. Dates and numbers must be clearly and consistently formatted and, where relevant, units of measure should be explained in the Data Dictionary.
- 4. Records must contain clear, unique identifiers, and the Data Dictionary must include explanations of how the files and records relate to one another.
- 5. Each data file must also have an accompanying summary file that provides total row counts for the entire dataset and total row counts.

### b. Compression

1. If Documents are provided in a compressed archive, only standard lossless compression methods (e.g., gzip, bzip2, and ZIP) shall be used. Media files should be provided in their original file format, with metadata preserved and no additional lossy encoding applied.

6. Media and Encryption. All documents must be produced on CD, DVD, or hard-drive media. After consultation with the Special Deputy to the First Deputy Attorney General, Documents may also be produced over a secure file transfer protocol (FTP) or a pre-approved cloud-based platform (e.g., Amazon Web Services S3 bucket). All production media must be protected with a strong, randomly generated password containing at least 16 alphanumeric characters and encrypted using Advanced Encryption Standard with 256-bit key length (AES-256). Passwords for electronic documents, files, compressed archives and encrypted media must be provided separately from the media.

### 7. <u>Production File Requirements.</u>

### a. Metadata Load File

- Required file format:
  - o ASCII or UTF-8
  - Windows formatted CR + LF end of line characters, including full CR + LF on last record in file.
  - o .dat file extension
  - o Field delimiter: (ASCII decimal character 20)
  - o Text Qualifier: þ (ASCII decimal character 254). Date and pure numeric value fields do not require qualifiers.
  - o Multiple value field delimiter: ; (ASCII decimal character 59)
- The first line of the metadata load file must list all included fields. All required fields are listed in Attachment 2.
- Fields with no values must be represented by empty columns maintaining delimiters and qualifiers.
- *Note:* All documents must have page-level Bates numbering (except documents produced only in native format, which must be assigned a document-level Bates number). The metadata load file must list the beginning and ending Bates numbers (BEGDOC and ENDDOC) for each document. For document families, including but not limited to emails and attachments, compound documents, and uncompressed file containers, the metadata load file must also list the Bates range of the entire document family (ATTACHRANGE), beginning with the first Bates number (BEGDOC) of the "parent" document and ending with the last Bates number (ENDDOC) assigned to the last "child" in the document family.
- Date and Time metadata must be provided in separate columns.
- Accepted date formats:
  - o mm/dd/yyyy
  - o yyyy/mm/dd
  - o yyyymmdd

- Accepted time formats:
  - o hh:mm:ss (if not in 24-hour format, you must indicate am/pm)
  - o hh:mm:ss:mmm

### b. Extracted or OCR Text Files

- You must produce individual document-level text files containing the full extracted text for each produced document.
- When extracted text is not available (for instance, for image-only documents) you must provide individual document-level text files containing the document's full OCR text.
- The filename for each text file must match the document's beginning Bates number (BEGDOC) listed in the metadata load file.
- Text files must be divided into subfolders containing no more than 500 to 1000 files.

### c. Single-Page Image Files (Petrified Page Images)

- Where possible, all produced documents must be converted into single-page tagged image format ("TIF") files. See Section 7.E below for instructions on producing native versions of documents you are unable to convert.
- Image documents that exist only in non-TIF formats must be converted into TIF files. The original image format must be produced as a native file as described in Section 7.E below.
- For documents produced only in native format, you must provide a TIF placeholder that states "Document produced only in native format."
- Each single-page TIF file must be endorsed with a unique Bates number.
- The filename for each single-page TIF file must match the unique page-level Bates number (or document-level Bates number for documents produced only in native format).
- Required image file format:
  - o CCITT Group 4 compression
  - o 2-Bit black and white
  - o 300 dpi
  - o Either .tif or .tiff file extension.
- TIF files must be divided into subfolders containing no more than 500 to 1000 files. Where possible documents should not span multiple subfolders.

### d. *Opticon Load File*

- Required file format:
  - o ASCII
  - Windows formatted CR + LF end of line characters
  - o Field delimiter: , (ASCII decimal character 44)
  - No Text Qualifier

- o .opt file extension
- The comma-delimited Opticon load file must contain the following seven fields (as indicated below, values for certain fields may be left blank):
  - o ALIAS or IMAGEKEY the unique Bates number assigned to each page of the production.
  - VOLUME this value is optional and may be left blank.
  - RELATIVE PATH the filepath to each single-page image file on the production media.
  - O DOCUMENT BREAK defines the first page of a document. The only possible values for this field are "Y" or blank.
  - o FOLDER BREAK defines the first page of a folder. The only possible values for this field are "Y" or blank.
  - o BOX BREAK defines the first page of a box. The only possible values for this field are "Y" or blank.
  - o PAGE COUNT this value is optional and may be left blank.

### • Example:

ABC00001,,IMAGES\0001\ABC00001.tif,Y,,,2 ABC00002,,IMAGES\0001\ABC00002.tif,,,, ABC00003,,IMAGES\0002\ABC00003.tif,Y,,,1 ABC00004,,IMAGES\0002\ABC00004.tif,Y,,,1

### e. Native Files

- Non-printable or non-print friendly documents (including but not limited to spreadsheets, audio files, video files and documents for which color has significance to document fidelity) must be produced in their native format.
- The filename of each native file must match the document's beginning Bates number (BEGDOC) in the metadata load file and retain the original file extension.
- For documents produced only in native format, you must assign a single document-level Bates number and provide an image file placeholder that states "Document produced only in native format."
- The relative paths to all native files on the production media must be listed in the NATIVEFILE field of the metadata load file.
- Native files that are password-protected must be decrypted prior to conversion and produced in decrypted form. In cases where this cannot be achieved the document's password must be listed in the metadata load file. The password should be placed in the COMMENTS field with the format Password: <PASSWORD>.
- You may be required to supply a software license for proprietary documents produced only in native format.

## <u>ATTACHMENT 2</u> Required Fields for Metadata Load File

FIELD NAME	FIELD DESCRIPTION	FIELD VALUE EXAMPLE <sup>1</sup>
DOCID	Unique document reference (can be used for de-duplication).	ABC0001 or ###.################################
BEGDOC	Bates number assigned to the first page of the document.	ABC0001
ENDDOC	Bates number assigned to the last page of the document.	ABC0002
BEGATTACH	Bates number assigned to the first page of the parent document in a document family ( <i>i.e.</i> , should be the same as BEGDOC of the parent document, or PARENTDOC).	ABC0001
ENDATTACH	Bates number assigned to the last page of the last child document in a family ( <i>i.e.</i> , should be the same as ENDDOC of the last child document).	ABC0008
ATTACHRANGE	Bates range of entire document family.	ABC0001 - ABC0008
PARENTDOC	BEGDOC of parent document.	ABC0001
CHILDDOCS	List of BEGDOCs of all child documents, delimited by ";" when field has multiple values.	ABC0002; ABC0003; ABC0004
DOCREQ	List of particular Requests for Documents to be Produced in the subpoena	1; 2; 3
INTERROG	List of particular Requests for Information or interrogatories in the subpoena	1; 2; 3
COMMENTS	Additional document comments, such as passwords for encrypted files.	

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<sup>&</sup>lt;sup>1</sup> Examples represent possible values and not required format unless the field format is specified in Attachment 1.

NATIVEFILE	Relative file path of the native file on the production media.	.\Native_File\Folder\\BE GDOC.ext
SOURCE	For scanned paper records this should be a description of the physical location of the original paper record. For loose electronic files this should be the name of the file server or workstation where the files were gathered.	Company Name, Department Name, Location, Box Number
CUSTODIAN	Owner of the document or file.	Firstname Lastname, Lastname, Firstname, User Name; Company Name, Department Name
FROM	Sender of the email.	Firstname Lastname < FLastname @domain >
ТО	All to: members or recipients, delimited by ";" when field has multiple values.	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
CC	All cc: members, delimited by ";" when field has multiple values.	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
BCC	All bcc: members, delimited by ";" when field has multiple values	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
SUBJECT	Subject line of the email.	
DATERCVD	Date that an email was received.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMERCVD	Time that an email was received.	hh:mm:ss AM/PM or hh:mm:ss
DATESENT	Date that an email was sent.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd

TIMESENT	Time that an email was sent.	hh:mm:ss AM/PM or hh:mm:ss
CALBEGDATE	Date that a meeting begins.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
CALBEGTIME	Time that a meeting begins.	hh:mm:ss AM/PM or hh:mm:ss
CALENDDATE	Date that a meeting ends.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
CALENDTIME	Time that a meeting ends.	hh:mm:ss AM/PM or hh:mm:ss
CALENDARDUR	Duration of a meeting in hours.	0.75, 1.5
ATTACHMENTS	List of filenames of all attachments, delimited by ";" when field has multiple values.	AttachmentFileName.; AttachmentFileName.doc x; AttachmentFileName.pdf;
NUMATTACH	Number of attachments.	1, 2, 3, 4
RECORDTYPE	General type of record.	IMAGE; LOOSE E-MAIL; E-MAIL; E-DOC; IMAGE ATTACHMENT; LOOSE E-MAIL ATTACHMENT; E-MAIL ATTACHMENT; E-DOC ATTACHMENT
FOLDERLOC	Original folder path of the produced document.	Drive:\Folder\\
FILENAME	Original filename of the produced document.	Filename.ext
DOCEXT	Original file extension.	html, xls, pdf
DOCTYPE	Name of the program that created the produced document.	Adobe Acrobat, Microsoft Word, Microsoft Excel, Corel WordPerfect
TITLE	Document title (if entered).	
AUTHOR	Name of the document author.	Firstname Lastname; Lastname, First Name; FLastname
REVISION	Number of revisions to a document.	18

DATECREATED	Date that a document was created.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMECREATED	Time that a document was created.	hh:mm:ss AM/PM or hh:mm:ss
DATEMOD	Date that a document was last modified.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMEMOD	Time that a document was last modified.	hh:mm:ss AM/PM or hh:mm:ss
FILESIZE	Original file size in bytes.	128, 512, 1024
PGCOUNT	Number of pages per document.	1, 2, 10, 100
IMPORTANCE	Email priority level if set.	Low, Normal, High
TIFFSTATUS	Generated by the Law Pre-discovery production tool (leave blank if inapplicable).	Y, C, E, W, N, P
DUPSTATUS	Generated by the Law Pre-discovery production tool (leave blank if inapplicable).	P
MD5HASH	MD5 hash value computed from native file (a/k/a file fingerprint).	BC1C5CA6C1945179FE E144F25F51087B
SHA1HASH	SHA1 hash value	B68F4F57223CA7DA358 4BAD7ECF111B8044F86 31
MSGINDEX	Email message ID	

### AFFIDAVIT OF COMPLIANCE WITH SUBPOENA

Stat Cou	te of
I,	, being duly sworn, state as follows:
1.	I am employed by Respondent in the position of
2.	Respondent's productions and responses to the Subpoena of the Attorney General of the State of New York, dated, 20 (the "Subpoena") were prepared and assembled under my personal supervision;
3.	I made or caused to be made a diligent, complete and comprehensive search for all Documents and information requested by the Subpoena, in full accordance with the instructions and definitions set forth in the Subpoena;
4.	Respondent's productions and responses to the Subpoena are complete and correct to the best of my knowledge and belief;
5.	No Documents or information responsive to the Subpoena have been withheld from Respondent's production and response, other than responsive Documents or information withheld on the basis of a legal privilege or doctrine;
6.	All responsive Documents or information withheld on the basis of a legal privilege or doctrine have been identified on a privilege log composed and produced in accordance with the instructions in the Subpoena;
7.	The Documents contained in Respondent's productions and responses to the Subpoena are authentic, genuine and what they purport to be;
8.	Attached is a true and accurate record of all persons who prepared and assembled any productions and responses to the Subpoena, all persons under whose personal supervision the preparation and assembly of productions and responses to the Subpoena occurred, and all persons able competently to testify: (a) that such productions and responses are complete and correct to the best of such person's knowledge and belief; and (b) that any Documents produced are authentic,

genuine and what they purport to be; and

9.	Attached is a true and accurate statement of those requests under the Subpoena as to which no responsive Documents were located in the course of the aforementioned search.		
	Signature of Affiant	Date	
	Printed Name of Affiant	_	
	* *	*	
Subsc	eribed and sworn to before me this	day of	_, 20
	, Notary P	Public	
My co	ommission expires:		



## STATE OF NEW YORK OFFICE OF THE ATTORNEY GENERAL

# SUBPOENA DUCES TECUM THE PEOPLE OF THE STATE OF NEW YORK GREETINGS

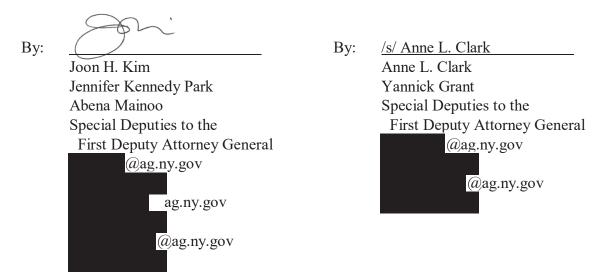
TO: Stephanie Benton
Director of Governor's Offices
Executive Chamber
Capitol Building
Albany, NY 12224

YOU ARE HEREBY COMMANDED, under Executive Law § 63(8) and N.Y. Civil Practice Law and Rules § 2302(a), and/or other statutes, to deliver and turn over to the Special Deputies to the First Deputy Attorney General, on *the 9th day of April*, 2021, at 9:30 a.m., or any agreed upon adjourned date or time, at One Liberty Plaza, 38th Floor, New York, New York 10006, all documents and information requested in the attached Schedule in accordance with the instructions and definitions contained therein.

**TAKE NOTICE** that the Attorney General deems the documents and information commanded by this Subpoena to be relevant and material to an investigation and inquiry undertaken in the public interest.

TAKE FURTHER NOTICE that Your disobedience of this Subpoena, by failing to deliver the documents and information requested in the attached Schedule on the date, time and place stated above or on any agreed upon adjourned date or time, <u>may subject</u> <u>You to penalties and other lawful punishment</u> under § 2308 of the New York Civil Practice Law and Rules and other statutes.

**WITNESS, The Honorable Letitia James,** Attorney General of the State of New York, this 6th day of April, 2021.



### **SCHEDULE**

### A. General Definitions and Rules of Construction

- 1. "All" means each and every.
- 2. "Any" means any and all.
- 3. "And" and "or" shall be construed either disjunctively or conjunctively as necessary to bring within the scope of the Subpoena all information or Documents that might otherwise be construed to be outside of its scope.
- 4. "<u>Communication</u>" means any conversation, discussion, letter, email, call, text message, instant message, memorandum, meeting, note or other transmittal of information or message, whether transmitted in writing, orally, electronically or by any other means, and shall include any Document that abstracts, digests, transcribes, records or reflects any of the foregoing.
- 5. "Concerning" means, directly or indirectly, in whole or in part, relating to, referring to, describing, evidencing or constituting.
- 6. "<u>Custodian</u>" means any Person or Entity that, as of the date of this Subpoena, maintained, possessed, or otherwise kept or controlled such Document.
- 7. "Document" is used herein in the broadest sense of the term and means all records and other tangible media of expression of whatever nature however and wherever created, produced or stored (manually, mechanically, electronically or otherwise), including without limitation all versions whether draft or final, all annotated or nonconforming or other copies, electronic mail ("email"), instant messages, text messages, Blackberry or other wireless device messages, voicemail, calendars, date books, appointment books, diaries, books, papers, files, notes, confirmations, accounts statements, correspondence, memoranda, reports, records, journals, registers, analyses, code (e.g., C/C++/C#, SQL, JavaScript), algorithms, code repositories (e.g., GitHub), commit messages, audit logs, data or databases (e.g., Oracle, postgres or other SQL or non-SQL systems), plans, manuals, policies, telegrams, faxes, telexes, wires, telephone logs, telephone messages, message slips, minutes, notes or records or transcriptions of conversations or Communications or meetings, tape recordings, videotapes, disks, and other electronic media, microfilm, microfiche, storage devices, press releases, contracts, agreements, notices and summaries. Any non-identical version of a Document constitutes a separate Document within this definition, including without limitation drafts or copies bearing any notation, edit, comment, marginalia, underscoring, highlighting, marking, commit messages, or any other alteration of any kind resulting in any difference between two or more otherwise identical Documents. In the case of Documents bearing any notation or other marking made by highlighting ink, the term Document means the original version bearing the highlighting ink, which original must be produced as opposed to any copy

thereof.

- 8. "Entity" means without limitation any corporation, company, limited liability company or corporation, partnership, limited partnership, association, or other firm or similar body, or any unit, division, agency, department, or similar subdivision thereof.
- 9. "Identify" or "Identity," as applied to any Document means the provision in writing of information sufficiently particular to enable the Attorney General to request the Document's production through subpoena or otherwise, including but not limited to: (a) Document type (letter, memo, etc.); (b) Document subject matter; (c) Document date; and (d) Document author(s), addressee(s) and recipient(s). In lieu of identifying a Document, the Attorney General will accept production of the Document, together with designation of the Document's Custodian, and identification of each Person You believe to have received a copy of the Document.
- 10. "<u>Identify</u>" or "<u>Identity</u>," as applied to any Entity, means the provision in writing of such Entity's legal name, any d/b/a, former, or other names, any parent, subsidiary, officers, employees, or agents thereof, and any address(es) and any telephone number(s) thereof.
- 11. "<u>Identify</u>" or "<u>Identity</u>," as applied to any natural person, means and includes the provision in writing of the natural person's name, title(s), position(s), any aliases, place(s) of employment, telephone number(s), email address(es), mailing addresses and physical address(es).
- 12. "Person" means any natural person, or any Entity.
- 13. "<u>Sent</u>" or "<u>received</u>" as used herein means, in addition to their usual meanings, the transmittal or reception of a Document by physical, electronic or other delivery, whether by direct or indirect means.
- 14. "Subpoena" means this subpoena and any schedules or attachments thereto.
- 15. The use of the singular form of any word used herein shall include the plural and vice versa. The use of any tense of any verb includes all other tenses of the verb.

### **B.** Particular Definitions

- 1. "Complaint" means any and all complaints, allegations, comments, accusations, or other statements of workplace misconduct, sexual harassment, sex- or gender-based misconduct, or other behavior or comments of a sexual, abusive or otherwise inappropriate or uncomfortable nature, whether made formally or informally.
- 2. "Governor" means the New York State Governor Andrew M. Cuomo.

- 3. "New York Attorney General" or "Attorney General" means the New York State Office of the Attorney General, including Letitia James.
- 4. "Respondent," "You," or "Your" means Stephanie Benton, Director of Governor's Offices, either in an official or individual capacity.
- 5. "State" or "New York" means the State of New York.

### C. Instructions

- 1. Preservation of Relevant Documents and Information; Spoliation. You are reminded of Your obligations under law to preserve Documents and information relevant or potentially relevant to this Subpoena from destruction or loss, and of the consequences of, and penalties available for, spoliation of evidence. No agreement, written or otherwise, purporting to modify, limit or otherwise vary the terms of this Subpoena, shall be construed in any way to narrow, qualify, eliminate or otherwise diminish Your aforementioned preservation obligations. Nor shall You act, in reliance upon any such agreement or otherwise, in any manner inconsistent with Your preservation obligations under law. No agreement purporting to modify, limit or otherwise vary Your preservation obligations under law shall be construed as in any way narrowing, qualifying, eliminating or otherwise diminishing such aforementioned preservation obligations, nor shall You act in reliance upon any such agreement, unless a Special Deputy to the First Deputy Attorney General confirms or acknowledges such agreement in writing, or makes such agreement a matter of record in open court.
- 2. Possession, Custody, and Control. The Subpoena calls for all responsive Documents or information in Your possession, custody or control. This includes, without limitation, Documents or information possessed or held by You or any of Your officers, directors, employees, agents, representatives, consultants, divisions, affiliates, subsidiaries or Persons from whom You could request Documents or information. If Documents or information responsive to a request in this Subpoena are in Your control, but not in Your possession or custody, You shall promptly Identify the Person with possession or custody and notify that Person of the Person's obligation to preserve such Documents and provide them to You for production.
- 3. <u>Documents No Longer in Your Possession.</u> If any Document requested herein was formerly in Your possession, custody or control but is no longer available, or no longer exists, You shall submit a statement in writing under oath that: (a) describes in detail the nature of such Document and its contents; (b) Identifies the Person(s) who prepared such Document and its contents; (c) Identifies all Persons who have seen or had possession of such Document; (d) specifies the date(s) on which such Document was prepared, transmitted or received; (e) specifies the date(s) on which such Document became unavailable; (f) specifies the reason why such Document is unavailable, including without limitation whether it was misplaced, lost, destroyed or transferred; and if such Document has been

- destroyed or transferred, the conditions of and reasons for such destruction or transfer and the Identity of the Person(s) requesting and performing such destruction or transfer; and (g) Identifies all Persons with knowledge of any portion of the contents of the Document.
- 4. <u>No Documents Responsive to Subpoena Requests.</u> If there are no Documents responsive to any particular Subpoena request, You shall so state in writing under oath in the Affidavit of Compliance attached hereto, identifying the paragraph number(s) of the Subpoena request concerned.
- 5. <u>Format of Production.</u> You shall produce Documents and information responsive to this Subpoena in the format requested by the Office of the New York State Attorney General, as set out in Attachments 1 and 2 or as otherwise agreed upon.
- 6. <u>Databases.</u> To the extent that any data responsive to the requests herein is maintained in an electronic repository of records, such as a detailed transcription report, such information should be produced by querying the database for responsive information and generating a report or a reasonably usable and exportable electronic file (for example, \*.csv and/or \*.xls formats) for review. If it is not possible to export data in this format, You must make the database available to the undersigned for meaningful inspection and review of the information.
- 7. Existing Organization of Documents to be Preserved. Regardless of whether a production is in electronic or paper format, each Document shall be produced in the same form, sequence, organization or other order or layout in which it was maintained before production, including but not limited to production of any Document or other material indicating filing or other organization. Such production shall include without limitation any file folder, file jacket, cover or similar organizational material, as well as any folder bearing any title or legend that contains no Document. Likewise, all Documents that are physically attached to each other in Your files shall remain so attached in any production; or if such production is electronic, shall be accompanied by notation or information sufficient to indicate clearly such physical attachment.
- 8. Manner of Compliance Custodians/Search Terms/Technology-Assisted Review. Prior consultation with the Special Deputies to the First Deputy Attorney General is required concerning selection of custodians for document searches (whether electronic or otherwise) or for use of search term filters, predictive coding or other forms of technology-assisted review. The Office of the Attorney General reserves the right to approve, disapprove, modify or supplement any proposed list of custodians, search terms, and/or review methodology. The selection or use of custodians, search term filters, and/or technology-assisted review in no way relieves You of Your obligation to fully respond to these requests for Documents or information.
- 9. <u>Document Numbering.</u> All Documents responsive to this Subpoena, regardless of

whether produced or withheld on ground of privilege or other legal doctrine, and regardless of whether production is in electronic or paper format, shall be numbered in the lower right corner of each page of such Document, without disrupting or altering the form, sequence, organization or other order or layout in which such Documents were maintained before production. Such number shall comprise a prefix containing the producing Person's name or an abbreviation thereof, followed by a unique, sequential, identifying document control number.

- 10. <u>Privilege Placeholders.</u> For each Document withheld from production on ground of privilege or other legal doctrine, regardless of whether a production is electronic or in hard copy, You shall insert one or more placeholder page(s) in the production bearing the same document control number(s) borne by the Document withheld, in the sequential place(s) originally occupied by the Document before it was removed from the production.
- 11. Privilege. If You withhold or redact any Document responsive to this Subpoena on ground of any privilege or other legal doctrine, You shall submit with the Documents produced a statement in writing under oath, stating: (a) the document control number(s) of the Document withheld or redacted; (b) the type of Document; (c) the date of the Document; (d) the author(s) and recipient(s) of the Document; (e) the general subject matter of the Document; and (f) the legal ground for withholding or redacting the Document. If the legal ground for withholding or redacting the Document is attorney-client privilege, You shall indicate the name of the attorney(s) whose legal advice is sought or provided in the Document.
- 12. Your Production Instructions to Be Produced. You shall produce a copy of all written or otherwise recorded instructions prepared by You concerning the steps taken to respond to this Subpoena. For any unrecorded instructions given, You shall provide a written statement under oath from the Person(s) who gave such instructions that details the specific content of the instructions and any Person(s) to whom the instructions were given.
- 13. Cover Letter, Index, and Identifying Information. Accompanying any production(s) made pursuant to this Subpoena, You shall include a cover letter that shall at a minimum provide an index containing the following: (a) a description of the type and content of each Document produced therewith; (b) the paragraph number(s) of the Subpoena request(s) to which each such Document is responsive; (c) the Identity of the Custodian(s) of each such Document; and (d) the document control number(s) of each such Document. As further set forth in Attachment 2, information must also be included in the metadata and load files of each production concerning the identity of each Document's custodian, as well as information identifying the particular Document requests and/or information to which each document is responsive.
- 14. <u>Affidavit of Compliance.</u> A copy of the Affidavit of Compliance provided herewith shall be completed and executed by all natural persons supervising or

- participating in compliance with this Subpoena, and You shall submit such executed Affidavit(s) of Compliance with Your response to this Subpoena.
- 15. <u>Identification of Persons Preparing Production.</u> In a schedule attached to the Affidavit of Compliance provided herewith, You shall Identify the natural person(s) who prepared or assembled any productions or responses to this Subpoena. You shall further Identify the natural person(s) under whose personal supervision the preparation and assembly of productions and responses to this Subpoena occurred. You shall further Identify all other natural person(s) able to competently testify: (a) that such productions and responses are complete and correct to the best of such person's knowledge and belief; and (b) that any Documents produced are authentic, genuine and what they purport to be.
- 16. <u>Continuing Obligation to Produce.</u> This Subpoena imposes a continuing obligation to produce the Documents and information requested. Documents located or created, and information learned, acquired or created, at any time after Your response is due shall be promptly produced at the place specified in this Subpoena.
- 17. <u>No Oral Modifications.</u> No agreement purporting to modify, limit or otherwise vary this Subpoena shall be valid or binding, and You shall not act in reliance upon any such agreement, unless a Special Deputy to the First Deputy Attorney General confirms or acknowledges such agreement in writing, or makes such agreement a matter of record in open court.

### D. Documents to Be Produced

- 1. Documents reflecting drafts, copies, or portions of the letter drafted, revised, or otherwise prepared in response to any Complaint by Lindsey Boylan concerning the Governor in or around December 2020, as referenced in the New York Times article titled "How Cuomo's Team Tried to Tarnish One of His Accusers," dated March 16, 2021.
- 2. If no Document responsive to the above request is currently in Your possession, custody, or control, any Documents sufficient to identify the approximate date(s) on which any copy of the letter referenced above were deleted and by whom.

### **ATTACHMENT 1**

### **Electronic Document Production Specifications**

Unless otherwise specified and agreed to by the Office of Attorney General, all responsive documents must be produced in LexisNexis® Concordance® format in accordance with the following instructions. Any questions regarding electronic document production should be directed to the Special Deputy to the First Deputy Attorney General whose telephone number appears on the subpoena.

- 1. <u>Concordance Production Components</u>. A Concordance production consists of the following component files, which must be produced in accordance with the specifications set forth below in Section 7.
  - A. *Metadata Load File*. A delimited text file that lists in columnar format the required metadata for each produced document.
  - B. *Extracted or OCR Text Files.* Document-level extracted text for each produced document or document-level optical character recognition ("OCR") text where extracted text is not available.
  - C. **Single-Page Image Files.** Individual petrified page images of the produced documents in tagged image format ("TIF"), with page-level Bates number endorsements.
  - D. *Opticon Load File.* A delimited text file that lists the single-page TIF files for each produced document and defines (i) the relative location of the TIF files on the production media and (ii) each document break.
  - E. *Native Files.* Native format versions of non-printable or non-print friendly produced documents.
- 2. <u>Production Folder Structure</u>. The production must be organized according to the following standard folder structure:
  - data\ (contains production load files)
  - images\ (contains single-page TIF files, with subfolder organization) \0001, \0002, \0003...
  - native\_files\ (contains native files, with subfolder organization) \0001, \0002, \0003...
  - text\ (contains text files, with subfolder organization) \0001, \0002, \0003...
- 3. <u>De-Duplication</u>. You must perform global de-duplication of stand-alone documents and email families against any prior productions pursuant to this or previously related subpoenas.
- 4. <u>Paper or Scanned Documents</u>. Documents that exist only in paper format must be scanned to single-page TIF files and OCR'd. The resulting electronic files should

be pursued in Concordance format pursuant to these instructions. You must contact the Special Deputy to the First Deputy Attorney General whose telephone number appears on the subpoena to discuss (i) any documents that cannot be scanned, and (ii) how information for scanned documents should be represented in the metadata load file.

5. <u>Structured Data</u>. Before producing structured data, including but not limited to relational databases, transactional data, and xml pages, you must first speak to the Special Deputy to the First Deputy Attorney General whose telephone number appears on the subpoena. Structured data is data that has a defined length and format and includes, but is not limited to, relational databases, graphical databases, JSON files, or xml/html pages.

### A. Relational Databases

- 1. Database tables should be provided in CSV or other delimited machine-readable, non-proprietary format, with each table in a separate data file. The preferred delimiter is a vertical bar "|". If after speaking with the Special Deputy to the First Deputy Attorney General and it is determined that the data cannot be exported from a proprietary database, then the data can be produced in the proprietary format so long as the Office of the Attorney General is given sufficient access to that data.
- 2. Each database must have an accompanying Data Dictionary.
- 3. Dates and numbers must be clearly and consistently formatted and, where relevant, units of measure should be explained in the Data Dictionary.
- 4. Records must contain clear, unique identifiers, and the Data Dictionary must include explanations of how the files and records relate to one another.
- 5. Each data file must also have an accompanying summary file that provides total row counts for the entire dataset and total row counts.

### B. Compression

1. If Documents are provided in a compressed archive, only standard lossless compression methods (e.g., gzip, bzip2, and ZIP) shall be used. Media files should be provided in their original file format, with metadata preserved and no additional lossy encoding applied.

6. Media and Encryption. All documents must be produced on CD, DVD, or hard-drive media. After consultation with the Special Deputy to the First Deputy Attorney General, Documents may also be produced over a secure file transfer protocol (FTP) or a pre-approved cloud-based platform (e.g., Amazon Web Services S3 bucket). All production media must be protected with a strong, randomly generated password containing at least 16 alphanumeric characters and encrypted using Advanced Encryption Standard with 256-bit key length (AES-256). Passwords for electronic documents, files, compressed archives and encrypted media must be provided separately from the media.

### 7. <u>Production File Requirements</u>.

### A. Metadata Load File

- Required file format:
  - o ASCII or UTF-8
  - Windows formatted CR + LF end of line characters, including full CR + LF on last record in file.
  - o .dat file extension
  - o Field delimiter: (ASCII decimal character 20)
  - o Text Qualifier: þ (ASCII decimal character 254). Date and pure numeric value fields do not require qualifiers.
  - o Multiple value field delimiter: ; (ASCII decimal character 59)
- The first line of the metadata load file must list all included fields. All required fields are listed in Attachment 2.
- Fields with no values must be represented by empty columns maintaining delimiters and qualifiers.
- Note: All documents must have page-level Bates numbering (except documents produced only in native format, which must be assigned a document-level Bates number). The metadata load file must list the beginning and ending Bates numbers (BEGDOC and ENDDOC) for each document. For document families, including but not limited to emails and attachments, compound documents, and uncompressed file containers, the metadata load file must also list the Bates range of the entire document family (ATTACHRANGE), beginning with the first Bates number (BEGDOC) of the "parent" document and ending with the last Bates number (ENDDOC) assigned to the last "child" in the document family.
- Date and Time metadata must be provided in separate columns.
- Accepted date formats:
  - o mm/dd/yyyy
  - o yyyy/mm/dd
  - o yyyymmdd
- Accepted time formats:
  - o hh:mm:ss (if not in 24-hour format, you must indicate am/pm)

#### o hh:mm:ss:mmm

### B. Extracted or OCR Text Files

- You must produce individual document-level text files containing the full extracted text for each produced document.
- When extracted text is not available (for instance, for image-only documents) you must provide individual document-level text files containing the document's full OCR text.
- The filename for each text file must match the document's beginning Bates number (BEGDOC) listed in the metadata load file.
- Text files must be divided into subfolders containing no more than 500 to 1000 files.

### C. Single-Page Image Files (Petrified Page Images)

- Where possible, all produced documents must be converted into single-page tagged image format ("TIF") files. See Section 7.E below for instructions on producing native versions of documents you are unable to convert.
- Image documents that exist only in non-TIF formats must be converted into TIF files. The original image format must be produced as a native file as described in Section 7.E below.
- For documents produced only in native format, you must provide a TIF placeholder that states "Document produced only in native format."
- Each single-page TIF file must be endorsed with a unique Bates number.
- The filename for each single-page TIF file must match the unique page-level Bates number (or document-level Bates number for documents produced only in native format).
- Required image file format:
  - o CCITT Group 4 compression
  - o 2-Bit black and white
  - o 300 dpi
  - o Either .tif or .tiff file extension.
- TIF files must be divided into subfolders containing no more than 500 to 1000 files. Where possible documents should not span multiple subfolders.

### D. Opticon Load File

- Required file format:
  - ASCII
  - Windows formatted CR + LF end of line characters
  - o Field delimiter: , (ASCII decimal character 44)
  - No Text Qualifier
  - o .opt file extension

- The comma-delimited Opticon load file must contain the following seven fields (as indicated below, values for certain fields may be left blank):
  - o ALIAS or IMAGEKEY the unique Bates number assigned to each page of the production.
  - VOLUME this value is optional and may be left blank.
  - RELATIVE PATH the filepath to each single-page image file on the production media.
  - O DOCUMENT BREAK defines the first page of a document. The only possible values for this field are "Y" or blank.
  - o FOLDER BREAK defines the first page of a folder. The only possible values for this field are "Y" or blank.
  - o BOX BREAK defines the first page of a box. The only possible values for this field are "Y" or blank.
  - o PAGE COUNT this value is optional and may be left blank.

### • Example:

ABC00001,,IMAGES\0001\ABC00001.tif,Y,,,2 ABC00002,,IMAGES\0001\ABC00002.tif,,,, ABC00003,,IMAGES\0002\ABC00003.tif,Y,,,1 ABC00004,,IMAGES\0002\ABC00004.tif,Y,,,1

### E. Native Files

- Non-printable or non-print friendly documents (including but not limited to spreadsheets, audio files, video files and documents for which color has significance to document fidelity) must be produced in their native format.
- The filename of each native file must match the document's beginning Bates number (BEGDOC) in the metadata load file and retain the original file extension.
- For documents produced only in native format, you must assign a single document-level Bates number and provide an image file placeholder that states "Document produced only in native format."
- The relative paths to all native files on the production media must be listed in the NATIVEFILE field of the metadata load file.
- Native files that are password-protected must be decrypted prior to conversion and produced in decrypted form. In cases where this cannot be achieved the document's password must be listed in the metadata load file. The password should be placed in the COMMENTS field with the format Password: <PASSWORD>.
- You may be required to supply a software license for proprietary documents produced only in native format.

# ATTACHMENT 2 Required Fields for Metadata Load File

FIELD NAME	FIELD DESCRIPTION	FIELD VALUE EXAMPLE <sup>1</sup>
DOCID	Unique document reference (can be used for de-duplication).	ABC0001 or ###.#####.###
BEGDOC	Bates number assigned to the first page of the document.	ABC0001
ENDDOC	Bates number assigned to the last page of the document.	ABC0002
BEGATTACH	Bates number assigned to the first page of the parent document in a document family ( <i>i.e.</i> , should be the same as BEGDOC of the parent document, or PARENTDOC).	ABC0001
ENDATTACH	Bates number assigned to the last page of the last child document in a family ( <i>i.e.</i> , should be the same as ENDDOC of the last child document).	ABC0008
ATTACHRANGE	Bates range of entire document family.	ABC0001 - ABC0008
PARENTDOC	BEGDOC of parent document.	ABC0001
CHILDDOCS	List of BEGDOCs of all child documents, delimited by ";" when field has multiple values.	ABC0002; ABC0003; ABC0004
DOCREQ	List of particular Requests for Documents to be Produced in the subpoena	1; 2; 3
INTERROG	List of particular Requests for Information or interrogatories in the subpoena	1; 2; 3
COMMENTS	Additional document comments, such as passwords for encrypted files.	

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<sup>&</sup>lt;sup>1</sup> Examples represent possible values and not required format unless the field format is specified in Attachment 1.

NATIVEFILE	Relative file path of the native file on the production media.	.\Native_File\Folder\\BE GDOC.ext
SOURCE	For scanned paper records this should be a description of the physical location of the original paper record. For loose electronic files this should be the name of the file server or workstation where the files were gathered.	Company Name, Department Name, Location, Box Number
CUSTODIAN	Owner of the document or file.	Firstname Lastname, Lastname, Firstname, User Name; Company Name, Department Name
FROM	Sender of the email.	Firstname Lastname < FLastname @domain >
ТО	All to: members or recipients, delimited by ";" when field has multiple values.	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
CC	All cc: members, delimited by ";" when field has multiple values.	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
BCC	All bcc: members, delimited by ";" when field has multiple values	Firstname Lastname < FLastname @domain >; Firstname Lastname < FLastname @domain >;
SUBJECT	Subject line of the email.	
DATERCVD	Date that an email was received.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMERCVD	Time that an email was received.	hh:mm:ss AM/PM or hh:mm:ss
DATESENT	Date that an email was sent.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd

TIMESENT	Time that an email was sent.	hh:mm:ss AM/PM or hh:mm:ss
CALBEGDATE	Date that a meeting begins.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
CALBEGTIME	Time that a meeting begins.	hh:mm:ss AM/PM or hh:mm:ss
CALENDDATE	Date that a meeting ends.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
CALENDTIME	Time that a meeting ends.	hh:mm:ss AM/PM or hh:mm:ss
CALENDARDUR	Duration of a meeting in hours.	0.75, 1.5
ATTACHMENTS	List of filenames of all attachments, delimited by ";" when field has multiple values.	AttachmentFileName.; AttachmentFileName.doc x; AttachmentFileName.pdf;
NUMATTACH	Number of attachments.	1, 2, 3, 4
RECORDTYPE	General type of record.	IMAGE; LOOSE E-MAIL; E-MAIL; E-MAIL; E-DOC; IMAGE ATTACHMENT; LOOSE E-MAIL ATTACHMENT; E-MAIL ATTACHMENT; E-DOC ATTACHMENT
FOLDERLOC	Original folder path of the produced document.	Drive:\Folder\\
FILENAME	Original filename of the produced document.	Filename.ext
DOCEXT	Original file extension.	html, xls, pdf
DOCTYPE	Name of the program that created the produced document.	Adobe Acrobat, Microsoft Word, Microsoft Excel, Corel WordPerfect
TITLE	Document title (if entered).	
AUTHOR	Name of the document author.	Firstname Lastname; Lastname, First Name; FLastname
REVISION	Number of revisions to a document.	18

DATECREATED	Date that a document was created.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMECREATED	Time that a document was created.	hh:mm:ss AM/PM or hh:mm:ss
DATEMOD	Date that a document was last modified.	mm/dd/yyyy, yyyy/mm/dd, or yyyymmdd
TIMEMOD	Time that a document was last modified.	hh:mm:ss AM/PM or hh:mm:ss
FILESIZE	Original file size in bytes.	128, 512, 1024
PGCOUNT	Number of pages per document.	1, 2, 10, 100
IMPORTANCE	Email priority level if set.	Low, Normal, High
TIFFSTATUS	Generated by the Law Pre-discovery production tool (leave blank if inapplicable).	Y, C, E, W, N, P
DUPSTATUS	Generated by the Law Pre-discovery production tool (leave blank if inapplicable).	P
MD5HASH	MD5 hash value computed from native file (a/k/a file fingerprint).	BC1C5CA6C1945179FE E144F25F51087B
SHA1HASH	SHA1 hash value	B68F4F57223CA7DA358 4BAD7ECF111B8044F86 31
MSGINDEX	Email message ID	

## AFFIDAVIT OF COMPLIANCE WITH SUBPOENA

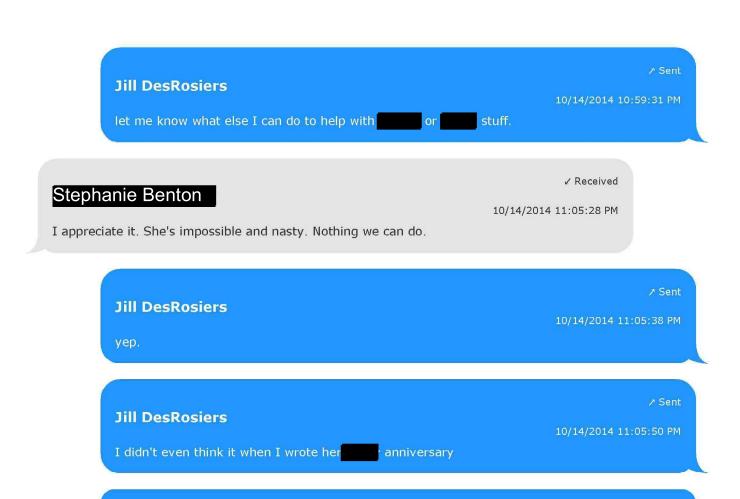
Stat Cou	te of } unty of }
I,	, being duly sworn, state as follows:
1.	I am employed by Respondent in the position of;
2.	Respondent's productions and responses to the Subpoena of the Attorney General of the State of New York, dated, 20 (the "Subpoena") were prepared and assembled under my personal supervision;
3.	I made or caused to be made a diligent, complete and comprehensive search for all Documents and information requested by the Subpoena, in full accordance with the instructions and definitions set forth in the Subpoena;
4.	Respondent's productions and responses to the Subpoena are complete and correct to the best of my knowledge and belief;
5.	No Documents or information responsive to the Subpoena have been withheld from Respondent's production and response, other than responsive Documents or information withheld on the basis of a legal privilege or doctrine;
6.	All responsive Documents or information withheld on the basis of a legal privilege or doctrine have been identified on a privilege log composed and produced in accordance with the instructions in the Subpoena;
7.	The Documents contained in Respondent's productions and responses to the Subpoena are authentic, genuine and what they purport to be;
8.	Attached is a true and accurate record of all persons who prepared and assembled any productions and responses to the Subpoena, all persons under whose personal supervision the preparation and assembly of productions and responses to the Subpoena occurred, and all persons able competently to testify: (a) that such productions and responses are complete and correct to the best of such person's knowledge and belief; and (b) that any Documents produced are authentic,

genuine and what they purport to be; and

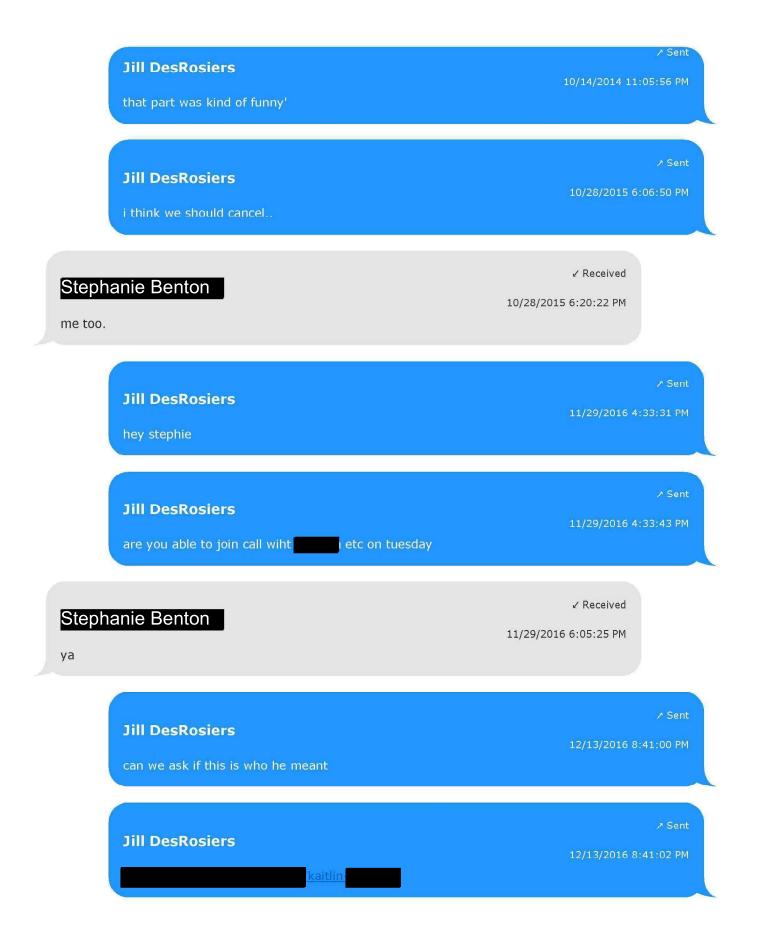
9.	Attached is a true and accurate statement of those requests under the Subpoena as to which no responsive Documents were located in the course of the aforementioned search.		
	Signature of Affiant	Date	
	Printed Name of Affiant	_	
	* *	*	
Subsc	ribed and sworn to before me this	_ day of, 2	0
	, Notary P	Public	
My co	ommission expires:		

## **CLOUD GOOGLE HANGOUTS MESSAGES**

CHAT PARTICIPANTS	
Number of participants	4
Display names	
	Jill DesRosiers
	Stephanie Benton
Local user	Jill DesRosiers
CONVERSATION DETAILS	
Number of messages	12
First message sent date/time	10/14/2014 10:59:31 PM
Last message sent date/time	12/13/2016 8:41:02 PM
Case time zone	(UTC) Coordinated Universal Time



**EXHIBIT** 



Redacted in original production

# Redacted: Privileged

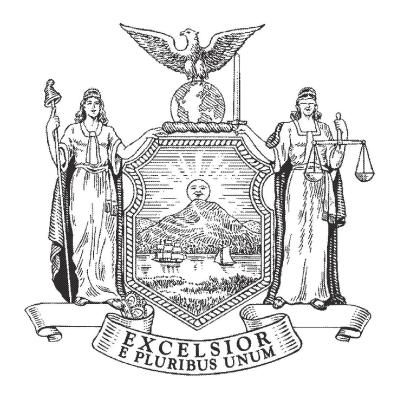
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Start Date	Sept	ember 13, 2017 12:38:25 AM UTC	
End Date	Sept	ember 13, 2017 12:17:24 PM UTC	
Chat Accour t	Bent Anna	Lever (IMessage)>, Stephanie Benton (Sms)>, Dani Lever (Mms)>, Stephanie on (Sms)>, Dani Lever (Mms)>, Stephanie on (Sms)>, Dani Lever (Mms)>, Stephanie on (Sms)>, Dani Lever (Mms)>, Stephanie Benton (Mms)>, Annabel Walsh (Mms)>, Stephanie Benton (Mms)>, Annabel Walsh (Stephanie Benton (Mms)>, Annabel Walsh (Mms)>, Stephanie Benton (Mms)>, Step	
		Stephanie Benton (IMessage)>	
		Ø~/Library/SMS/Attachments/ac/12/at 0 B6B07CFE-9241- 4256-AD71-C092B6103D01/output.jpg	00:38:25
		(no sender information available)	
	1	Oh my god	01:08:33
		ALREADY SMILING ?!??	01:08:39
		Wait also let's fuckig fire Kaitlin	01:08:50
		Like 6 months ago	01:08:54
		Dani Lever (IMessage)>	
	3	Do we know if he's def coming into office first	11:16:14
		Stephanie Benton (IMessage)>	
	S.	Was here at 645	11:18:45
		(no sender information available)	
		Ugh I'm coming	11:18:56
		Dani Lever (IMessage)>	
	L.	Stop	11:18:59
		I'm going to event	11:19:10
		EXHIBIT	

AWALSH00000567

	First	11:19:17
	Is that ok or should I come in?	11:19:36
	Stephanie Benton (IMessage)>	
Ç.	I do t know	11:22:02
	Don't know	11:22:06
	Dani Lever (IMessage)>	
Ç.	Ok ok I'll come	11:29:58
	Stephanie Benton (IMessage)>	
2.	Oh Charles	12:07:57
	At least my new lady bag is coming today? Would you loves of my life ever consider grabbing a coffee for your special bingbong.	12:09:05
	Wait no don't on coffee! is on it.	12:17:24

# STATE OF NEW YORK EXECUTIVE DEPARTMENT



# EQUAL EMPLOYMENT OPPORTUNITY In New York State

#### **RIGHTS AND RESPONSIBILITIES**

A Handbook for Employees of New York State Agencies

Andrew M. Cuomo Governor

May 2020



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## INTRODUCTION

New York State has long been committed to the principle that all individuals in the State should have an equal opportunity to enjoy a full and productive life, including in their occupational pursuits. Under New York State's Human Rights Law, the first of its kind in the nation, employees are protected from acts of discrimination. Such acts have no place in the workplace.

All State employees have the right to be free from unlawful discrimination in the workplace, together with a responsibility to ensure their actions do not contribute to an atmosphere in which the State's policy of promoting a bias-free work environment is frustrated. In this Handbook, the term "employee" includes interns and non-employees, such as contractors and consultants working in the State workplace and their employees. This Handbook is intended to provide employees of the State of New York with information on their rights and responsibilities under State and federal law with respect to equal employment opportunity. Emphasis will be placed on New York State's Human Rights Law because the protections it provides are generally greater than those granted under federal law. In addition, this Handbook will cover related State laws and Executive Orders.

This Handbook comprises the statewide anti-discrimination policy applicable to State workplaces. Conduct that may not amount to a violation of State or federal law or an Executive Order may nonetheless constitute a violation of the State's anti-discrimination policy, as set forth in this Handbook.

As part of the process of implementing the provisions of this Handbook, Governor Andrew M. Cuomo issued Executive Order 187, to promote more effective, complete and timely investigations of complaints of employment-related protected class discrimination in agencies and departments over which the Governor has executive authority. Effective December 1, 2018, Executive Order 187 transferred the responsibility for conducting investigations of all employment-related discrimination complaints to the Governor's Office of Employee Relations ("GOER"). These investigations include complaints filed by employees, contractors, interns and other persons engaged in employment at these agencies and departments concerning discrimination, retaliation and harassment under federal and New York State law, Executive Orders and policies of the State of New York. All such complaints of protected class employment-related discrimination will be investigated by GOER. A copy of the New York State Employee Discrimination Complaint Form is located on the GOER website (https://goer.ny.gov/) at https://antidiscrimination.goer.ny.gov/.

## PROTECTED AREAS

The Human Rights Law applies to all State agencies and employees and provides very broad anti-discrimination coverage. The Human Rights Law provides, in section 296.1(a), that it is an unlawful discriminatory practice "[f]or an employer or licensing agency, because of the age, race, creed, color, national origin, sexual orientation, , gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence [of any individual], to refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment." Persons with disabilities, and persons with pregnancy-related conditions, are entitled to reasonable accommodation as provided in section 296.3. Accommodation of sabbath observance or other religious practices is required by section 296.10. The Human Rights Law further provides, in sections 296.15 and 296.16, protections from employment discrimination for persons with prior conviction records, or prior arrests, youthful offender adjudications or sealed records.

Each of these protected areas are discussed below, as well as other protections provided by Governor's Executive Orders and other state laws and policies.

## AGE

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's age, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

While most cases of age discrimination concern allegations that an employee was perceived to be "too old" by an employer, under the Human Rights Law it is also discriminatory to base an employment decision on a perception that a person is "too young," as long as the person is at least 18. However, basing a decision on lack of experience or ability is not discriminatory.

Decisions about hiring, job assignments or training must never be based on age-related assumptions about an employee's abilities or willingness to learn or undertake new tasks and responsibilities.

All employees must refrain from conduct or language that directly or indirectly expresses a preference for employees of a certain age group. Ageist remarks must be avoided in the workplace.

# Statutory protection.

Age discrimination is made unlawful by Human Rights Law § 296.1, § 296.3-a, § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and by the

federal Age Discrimination in Employment Act ("ADEA"). Under New York law, age discrimination in employment is prohibited against all persons eighteen years of age or older. Under the ADEA, age discrimination is prohibited only against persons forty years of age or older.

## **Executive Order concerning State workers.**

On January 1, 2011, Governor Andrew M. Cuomo issued Executive Order No. 2, reissuing Executive Order No. 96,<sup>2</sup> which prohibits Age Discrimination in the workplace. The Executive Order notes that every State employee is entitled to work in an ageneutral environment with equal opportunity for hiring, promotion and retraining opportunities.

#### Retirement.

Mandatory retirement of employees at any specific age is generally prohibited, except as noted below.<sup>3</sup> However, retirement plans may contain an age component for eligibility. Thus, retirement plans may require that persons attain a certain age or have some combination of age and years of service, before being eligible for retirement benefits.<sup>4</sup>

Incentive programs intended to induce employees to retire by granting them greater retirement benefits than those to which they would normally be entitled in order to reduce the size of the work force have generally been found to be lawful. Being eligible for "early retirement" is not coercion based on age. Similarly, that an employee may not be eligible for a retirement benefit or incentive because he or she has not attained a certain age (i.e., "too young") is also not considered discriminatory.

## Exceptions.

The Civil Service Law<sup>5</sup> mandates minimum and maximum hiring ages for police officers. Correction Officers must be at least 21 years of age in order to be appointed.<sup>6</sup> These are lawful exceptions to the provisions of the Human Rights Law.

<sup>&</sup>lt;sup>1</sup> 29 U.S.C. § 621 et seq.

<sup>&</sup>lt;sup>2</sup> Issued by Gov. Mario M. Cuomo on April 27, 1987.

<sup>&</sup>lt;sup>3</sup> Human Rights Law § 296.3-a(d) but see exceptions below.

<sup>&</sup>lt;sup>4</sup> Human Rights Law § 296.3-a(g).

<sup>&</sup>lt;sup>5</sup> N.Y. Civil Service Law § 58; see also N.Y. Executive Law § 215.3.

<sup>&</sup>lt;sup>6</sup> N.Y. Correction Law § 7(4).

There are certain limited exceptions to the prohibition on mandatory retirement.<sup>7</sup> For example, officers of the New York State Police are required to retire at age 60,<sup>8</sup> and State park police officers are required to retire at age 62.<sup>9</sup>

In the area of employee benefits, the Human Rights Law does not "preclude the varying of insurance coverage according to an employee's age." <sup>10</sup>

## RACE AND COLOR

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's race or color, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

Discrimination because of a person's membership in or association with an identifiable class of people based on ancestry or ethnic characteristics can be considered racial discrimination.

There is no objective standard for determining an individual's racial identity. Therefore, as an employer, the State defers to an employee's self-identification as a member of a particular race.

The Human Rights Law explicitly provides that the definition of race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. <sup>11</sup> Protective hairstyles include such hairstyles as braids, locks and twists.

"Color" can be an independent protected class, based on the color of an individual's skin, irrespective of their race.

# Statutory protection.

Race and color discrimination are unlawful pursuant to the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and the federal Civil Rights Act of 1964, Title VII.<sup>12</sup>

<sup>&</sup>lt;sup>7</sup> Human Rights Law § 296.3-a(g).

<sup>&</sup>lt;sup>8</sup> N.Y. Retirement and Social Security Law § 381-b(e).

<sup>&</sup>lt;sup>9</sup> N.Y. Park, Recreation and Historic Preservation Law § 13.17(4).

<sup>&</sup>lt;sup>10</sup> Human Rights Law § 296.3-a(g).

<sup>&</sup>lt;sup>11</sup> Human Rights Law § 292.37 and § 292.38.

<sup>&</sup>lt;sup>12</sup> 42 U.S.C. § 2000e et seq.

## CREED

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's creed, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

"Creed" encompasses belief in a supreme being or membership in an organized religion or congregation. Atheism and agnosticism are considered creeds as well. A person is also protected from discrimination because of having no religion or creed. An individual's self-identification with a particular creed or religious tradition is determinative.

## Statutory protection.

Discrimination based on creed is unlawful pursuant to the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and the federal Civil Rights Act of 1964, Title VII.<sup>13</sup>

## Sabbath or holy day observance.

An employee is entitled to time off for religious observance of a sabbath or holy day or days, in accordance with the requirements of their religion, provided it does not impose an undue hardship to their employer, as explained below. Time off shall also be granted to provide a reasonable amount of time for travel before and after the observance.

The Human Rights Law provides that any such absence from work shall, wherever practicable in the reasonable judgment of the employer, be made up by an equivalent amount of time and work at a mutually convenient time, or shall be charged against any available personal, vacation or other paid leave, or shall be taken as leave without pay. <sup>15</sup> Agencies are not required to permit such absence to be made up at another time, but may agree that the employee may do so.

Leave that would ordinarily be granted for other non-medical personal reasons shall not be denied because the leave will be used for religious observance.<sup>16</sup> Under no circumstances may time off for religious observance be charged as sick leave.<sup>17</sup>

The employee is not entitled to premium wages or benefits for work performed during hours to which such premium wages or benefits would ordinarily be applicable, if the

<sup>&</sup>lt;sup>13</sup> 42 U.S.C. § 2000e et seq.

<sup>&</sup>lt;sup>14</sup> Human Rights Law § 296.10(a).

<sup>&</sup>lt;sup>15</sup> Human Rights Law § 296.10(b).

<sup>&</sup>lt;sup>16</sup> Human Rights Law § 296.10(c).

<sup>&</sup>lt;sup>17</sup> Human Rights Law § 296.10(b).

employee is working during such hours only to make up time taken for religious observance.<sup>18</sup>

Civil Service Law § 50(9) provides that candidates who are unable to attend a civil service examination because of religious observance can request an alternate test date from the Department of Civil Service without additional fee or penalty.

## Religious observance or practices.

An employee who, in accordance with their religious beliefs, observes a particular manner of dress, hairstyle, beard, or other religious practice, should not be unreasonably required to compromise their practice in the workplace. The employer is required by law to make a bona fide effort to accommodate an employee's or prospective employee's religious observance or practice. Employers are required to reasonably accommodate the wearing of attire, clothing, or facial hair in accordance with the requirements of an employee's religion, provided it does not impose an undue hardship on the employer.<sup>19</sup>

## Request for accommodation.

All New York State agencies have adopted a procedure for requesting a religious accommodation.<sup>20</sup> An applicant or employee requesting time off or other accommodation of religious observance or practice should clearly state the religious nature of the request and should be willing to work with the employer to reach a reasonable accommodation of the need. Supervisors should consult with their human resources and/or legal departments, as necessary, with respect to requests for accommodation of religious observance or practices.

# Conflicts with seniority rights.

In making the effort to accommodate sabbath observance or religious practices, the employer is not obliged to initiate adversarial proceedings against a union when the seniority provisions of a collective bargaining agreement limit its ability to accommodate any employee's religious observance or practice, but may satisfy its duty under this

<sup>&</sup>lt;sup>18</sup> Human Rights Law § 296.10(a). "Premium wages" include "overtime pay and compensatory time off, and additional remuneration for night, weekend or holiday work, or for standby or irregular duty." § 296.10(d)(2). "Premium benefit" means "an employment benefit, such as seniority, group life insurance, health insurance, disability insurance, sick leave, annual leave, or an educational or pension benefit that is greater than the employment benefit due to the employee for an equivalent period of work performed during the regular work schedule of the employee." § 296.10(d)(3).

<sup>&</sup>lt;sup>19</sup> Human Rights Law § 296.10(a).

<sup>&</sup>lt;sup>20</sup> With respect to policy and procedures relative to religious accommodation generally, employees should consult the publication "Procedures for Implementing Reasonable Accommodation of Religious Observance or Practices for Applicants and Employees," and the accompanying "Application to Request Reasonable Accommodation of Religious Observance or Practice."

section by seeking volunteers willing to waive their seniority rights in order to accommodate their colleague's religious observance or practice. This waiver must be sought from the union that represents the employees covered by such agreement.

## Undue hardship.

Before the employer can deny a religious accommodation, the employer must be able to show that accommodating the employee's religious observance or practice would result in undue hardship to the employer. The undue hardship standard applies generally to all accommodation requests, not only those for time off for religious observance. "Undue hardship" means an accommodation requiring significant expense or difficulty, including one that would cause significant interference with the safe or efficient operation of the workplace. Factors that are specifically to be considered are the identifiable costs (such as loss of productivity, or the cost to transfer or hire additional personnel), and the number of individuals who will need time off for a particular sabbath or holy day in relation to available personnel.<sup>21</sup>

Furthermore, in positions that require coverage around the clock or during particular hours, being available even on sabbath or holy days *may* be an essential function of the job. Also, certain uniform appearance standards *may* be essential to some jobs. A requested accommodation will be considered an undue hardship, and therefore not reasonable, if it will result in the inability of an employee to perform an essential function of the job.<sup>22</sup>

## Exceptions.

None with regard to employment decisions. Accommodation is limited by reasonableness, conflicting seniority rights and undue hardship, as set forth above.

# **NATIONAL ORIGIN**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's national origin, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

National origin is defined as including ancestry, so an individual born in the United States is nonetheless protected against discrimination based on their ancestors' nationality.<sup>23</sup> An individual's self-identification with a particular national or ethnic group is determinative.

<sup>&</sup>lt;sup>21</sup> Human Rights Law § 296.10(d)(1).

<sup>&</sup>lt;sup>22</sup> Human Rights Law § 296.10(d)(1).

<sup>&</sup>lt;sup>23</sup> Human Rights Law § 292.8.

## Statutory protection.

National origin discrimination is unlawful pursuant to the Human Rights Law § 296.1. § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and the federal Civil Rights Act of 1964. Title VII.<sup>24</sup>

## Language issues.

Fluency in English may be a job requirement. However, requiring that a person speaks English as their primary language, or be a "native speaker," may be considered national origin discrimination. In some circumstances, where a particular level of fluency in English is not necessary for job performance, requiring such fluency might also constitute national origin discrimination. The only lawful requirement is for a level of English fluency necessary for the job.

Requiring employees to speak only English at all times in the workplace may be national origin discrimination. Any specific workplace rule about language use must be reasonable and necessary to the efficient conduct of State business. Any such reasonable rule that prohibits or limits the use of a language other than English in the workplace must be clearly communicated to employees before it can be enforced.<sup>25</sup>

Requiring fluency in a language other than English, such as for employment in bilingual positions, is not discriminatory. However, a job qualification of language fluency must be based on an individual's ability, not on national origin. A requirement that an individual be a "native speaker" of a language other than English is discriminatory.

## Proof of identity and employment eligibility.

All New York State employees hired after November 6, 1986 must be able to complete a verified federal Form I-9, which establishes the employee's identity and eligibility for employment in the United States. Rescinding an offer of employment or terminating employment based upon lack of current employment authorization is required by federal law and is not unlawful discrimination.<sup>26</sup>

# Citizenship requirements.

Employees serving in positions designated as "public offices," as well as peace and police officer positions defined in the New York State Criminal Procedure Law, must be United States citizens.<sup>27</sup>

<sup>&</sup>lt;sup>24</sup> 42 U.S.C. § 2000e et seq.

<sup>&</sup>lt;sup>25</sup> See the federal Equal Employment Opportunity Commission's regulation at 29 CFR § 1606.7. <sup>26</sup> US Immigration and Nationality Act § 274A, as modified by the Immigration Reform and

Control Act of 1986, Immigration Act of 1990 and Illegal Immigration Reform and Immigrant Responsibility Act of 1996.

<sup>&</sup>lt;sup>27</sup> Public Officers Law § 3(1); Criminal Procedure Law § 1.20(34) (police officers); Criminal Procedure Law § 2.10 (peace officers).

## **MILITARY STATUS**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's military status, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

"Military status" is defined in the Human Rights Law as a person's participation in the military service of the United States or the military service of the State, including, but not limited to, the armed forces of the United States, the Army National Guard, the Air National Guard, the New York Naval Militia, or the New York Guard.<sup>28</sup>

## Statutory protection.

Discrimination on the basis of military status is unlawful pursuant to the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace). The federal Uniformed Services Employment and Reemployment Rights Act (USERRA)<sup>29</sup> provides additional protections.

Military leave provisions for State workers (and all public employees) are contained in N.Y. Military Law § 242 and § 243. Under the 2008 amendments to the federal Family and Medical Leave Act (FMLA), employees with a family member who is on active duty or on call to active duty status may be eligible for qualifying exigency leave or military caregiver leave of up to 26 weeks in a 12-month period, based upon the family member's military service.

## Military leave and job retention rights.

N.Y. Military Law entitles State employees to a leave of absence for "ordered military duty"30 or "military duty."31 Both provisions entitle State employees to return to their jobs with the same pay, benefits, and status they would have attained had they remained in their position continuously during the period of military duty. State employees on leave for military duty continue to accrue years of service, increment, and any other rights or privileges. Under both Military Law and the Human Rights Law, those called to military duty, or who may be so called, may not be prejudiced in any way with reference to promotion, transfer, or other term, condition or privilege of employment. Military Law § 243(5) provides: "State employees on leave for military duty shall suffer no loss of time, service, increment, or any other right or privilege, or be prejudiced in any way with reference to promotion, transfer, reinstatement or

<sup>&</sup>lt;sup>28</sup> Human Rights Law § 292.28.

<sup>&</sup>lt;sup>29</sup> 38 U.S.C. §§ 4301-35.

<sup>&</sup>lt;sup>30</sup> N.Y. Military Law § 242; pertains to members of the militia, the reserve forces, or reserve components of any branch of the military.

<sup>&</sup>lt;sup>31</sup> N.Y. Military Law § 243; pertains to active duty in the armed forces or reservists called to active duty.

continuance in office. Employees are entitled to contribute to the retirement system in order to have leave time count toward determining length of service."

Similarly, under USERRA, service members who leave their civilian jobs for military service are entitled to return to their jobs with the same pay, benefits, and status they would have attained had they not been away on duty. USERRA also prohibits employers from discriminating against these individuals in employment because of their military service, or for exercising their rights under USERRA.

## SEX

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's sex, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

Sex/gender discrimination also includes discrimination on the basis of gender identity, pregnancy, childbirth or prenatal leave, sexual orientation and sexual harassment. Each of these is discussed in more depth below.

## Statutory protection.

Sex discrimination is unlawful pursuant to the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and the federal Civil Rights Act of 1964, Title VII.<sup>32</sup>

# Sex stereotyping.

Stereotyping based upon sex or gender occurs when conduct, personality traits, or other attributes are considered inappropriate simply because they may not conform to general societal norms or other perceptions about how individuals of either sex should act or look. Making employment decisions based on sex-stereotyped evaluations of conduct, looks or dress can be considered discrimination on the basis of sex or gender.

Discrimination because a person does not conform to gender stereotypes is discrimination based upon sex or gender and may constitute sexual harassment. Derogatory comments directed at a person who has undergone gender dysphoriarelated medical treatment could constitute sexual harassment, just as comments about secondary sex characteristics of any person could be sexual harassment.

Sex discrimination can also arise in the context of gender transition issues such as an employer's refusal to recognize an employee's sex after transition. For more information on transgender issues, see below: Gender Identity and Disability.

<sup>32 42</sup> U.S.C. § 2000e et seq.

#### Sexual harassment.

Sexual harassment constitutes sex discrimination. (See below: Sexual Harassment).

## Pregnancy and childbirth discrimination.

Discrimination on the basis of pregnancy or childbirth constitutes sex discrimination. (See below: Pregnancy, Childbirth and Parental Leave).

## Exceptions.

Both State and federal law permit consideration of sex in employment decisions when it is a bona fide occupational qualification (BFOQ). This is, however, an *extremely narrow* exception to the anti-discrimination provisions of the Human Rights Law. Neither customer preference nor stereotyped and generalized views of ability based on sex can form the basis for a BFOQ. However, proof that employing members of a particular sex would impinge on the legitimate personal privacy expectations of an agency's clients, particularly in a custodial environment, may make out a case for a BFOQ.

## SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and is unlawful. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

# Statutory protection.

Sexual harassment is prohibited as a form of sex discrimination under the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace), and the federal Civil Rights Act of 1964, Title VII.<sup>33</sup>

# **Executive Order concerning State workers.**

On January 1, 2011, Governor Andrew M. Cuomo issued Executive Order No. 2 reissuing Executive Order No. 19,<sup>34</sup> which established State policy on sexual harassment in the workplace.

#### Sexual harassment defined.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

<sup>&</sup>lt;sup>33</sup> 42 U.S.C. § 2000e et seq.

<sup>&</sup>lt;sup>34</sup> Issued by Gov. Mario M. Cuomo on May 31, 1983.

- 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, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Actions that may constitute sexual harassment based upon a hostile work environment may include, but are not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Sexual harassment need not be severe or pervasive to be unlawful, and can be any sexually harassing conduct that consists of more than petty slights or trivial inconveniences.

It is not a requirement that an individual tell the person who is sexually harassing them that the conduct is unwelcome. In fact, the Human Rights Law now provides that even if a recipient of sexual harassment did not make a complaint about the harassment to the employer, the failure of the employee to complain shall not be determinative of whether the employer is liable. <sup>35</sup>

Sexual harassment can also occur when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is called "quid pro quo" harassment. Only supervisors are deemed to engage in this kind of harassment, because co-workers do not have the authority to grant or withhold benefits.

Every employer in New York State must have a policy on sexual harassment prevention, which includes a procedure for the receipt and investigation of complaints of sexual harassment. This policy and procedure should be distributed to new employees and made available to all staff as needed. Also, each agency must provide appropriate sexual harassment training to its staff.

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<sup>35</sup> Human Rights Law § 296.1(h).

## Reporting sexual harassment.

As with all forms of discrimination and harassment, if an employee, including an intern or contractor working in a State workplace, experiences sexual harassment, or observes it in the workplace, the employee should complain promptly to GOER via the New York State Employee Discrimination Complaint form located at www.goer.ny.gov, or by contacting an equal employment officer. If the employing agency is not subject to Executive Order 187, the employee should file a complaint in accordance with their employer's discrimination complaint procedure. The employee may also report such conduct to a supervisor, managerial employee, or personnel administrator. The complaint can be verbal or in writing. If the complaint is verbal, a written complaint will be requested from the employee in order to assist in the investigation. If the employee refuses to reduce the complaint to writing, the supervisor or other individual who received an oral complaint should file it in writing on the NYS Employee Discrimination Complaint Form. Any complaint, whether verbal or written, must be investigated by GOER, or pursuant to the employing agency's policy. Furthermore, any supervisory or managerial employee who observes or otherwise becomes aware of conduct of a sexually harassing nature must report such conduct so that it can be investigated.

If an employee is harassed by a co-worker or a supervisor, it is very important that a complaint be made to a higher authority promptly. An agency cannot stop sexual harassment unless it has knowledge of the harassment. Once informed, the conduct must be reported to GOER or the employing agency, which is required to initiate an investigation and recommend prompt and effective remedial action where appropriate.

See below: Harassment.

## Sexual harassment by a non-employee.

The employing agency has the duty to prevent harassment of its employees in the workplace including harassment by individuals who its employees come in contact with, including, but not limited to, vendors, consultants, clients, customers, visitors or interns.

# Sexual harassment of non-employees.

Individuals in the workplace, who are performing work under contract, are explicitly protected from sexual harassment (and all other types of workplace discrimination) by Human Rights Law § 296-d.

In accord with statewide policy, employees and interns are subject to discipline for harassment of *anyone* in the workplace, including contractors, clients, vendors, or any members of the public.

## **SEXUAL ORIENTATION**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's sexual orientation, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

The term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived.<sup>36</sup>

## Statutory protection.

Discrimination on the basis of sexual orientation is unlawful pursuant to the Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace). Sexual orientation is not a separate protected class under federal law. However, sexual orientation discrimination may also be considered sex discrimination under federal law.

## Same-sex spouses or partners.

The New York State Marriage Equality Act, signed by Governor Cuomo on June 24, 2011, and effective on July 24, 2011, authorizes marriages between same-sex couples in the State of New York. New York State also recognizes marriages between same-sex couples performed in any jurisdiction where such marriages are valid. Spousal benefits will be provided to same-sex spouses in the same manner as to opposite-sex spouses of State employees. Failure to offer equal benefits, or to discriminate against an employee in a marriage with a same-sex spouse, is considered discrimination on the basis of sexual orientation.

# Domestic partners.

Same-sex partners who are not married may also qualify for benefits. The employee and their partner can fill out the "Application for Domestic Partner Benefits" and "Affidavit of Domestic Partnership and Financial Interdependence," which is available online from the Department of Civil Service. Opposite-sex domestic partners can also qualify for benefits on the same basis as same-sex partners.

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<sup>&</sup>lt;sup>36</sup> Human Rights Law § 292.27.

## GENDER IDENTITY OR EXPRESSION

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's gender identity or expression, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

"Gender identity or expression" means an individual's actual or perceived genderrelated identity, appearance, behavior, expressions other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, the status of being transgender.

A transgender person is an individual who has a gender identity different from the sex assigned to that individual at birth.

Gender dysphoria is a recognized medical condition related to an individual having a gender identity different from the sex assigned at birth.

## Statutory protection.

Effective February 24, 2019, the Human Rights Law § 296.1 was amended to explicitly state that discrimination on the basis of gender identity or expression is unlawful. Gender identity or expression may also form the basis of Human Rights Law sex and disability discrimination claims. These protections are explained in regulations promulgated by the Division of Human Rights.<sup>37</sup> Gender identity or expression discrimination may also be considered sex discrimination under federal law. Individuals who are not employees, but work in the State workplace (e.g. interns and contractors) are protected from discrimination on the basis of gender identity or expression by § 296-d.

# **Executive Order concerning State workers.**

On January 1, 2011, Governor Andrew M. Cuomo issued Executive Order No. 2, reissuing Executive Order No. 33,<sup>38</sup> which prohibits discrimination in employment by executive branch agencies on the basis of gender identity.

# What protection against discrimination is provided by the Human Rights Law?

As of February 24, 2019, it is unlawful for an employer to discriminate on the basis of "gender identity or expression."

The term "sex" when used in the Human Rights Law includes gender identity or expression and the status of being transgender, and discrimination on either basis is

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<sup>37 9</sup> N.Y.C.R.R. § 466.13

<sup>&</sup>lt;sup>38</sup> Issued by Gov. David A Paterson on December 16, 2009.

sex discrimination. Harassment on either basis qualifies as sexual harassment. (See above: Sex Stereotyping.)

The term "disability" when used in the Human Rights Law includes gender dysphoria or other condition meeting the definition of disability in the Human Rights Law and discrimination on that basis is disability discrimination. Refusal to provide reasonable accommodation for persons with gender dysphoria, where requested and necessary, is also disability discrimination. (See above: Disability.)

While discrimination on the basis of gender identity or expression can take many forms, it includes, but is not limited to, unwelcome verbal or physical conduct, such as derogatory comments, jokes, graffiti, drawings or photographs, touching, gestures, or creating or failing to remedy a hostile work environment. Retaliation is also prohibited. (See below: Harassment and Retaliation.)

## Rights with regard to name, title and pronoun.

An employee is entitled to be addressed by the name, title and pronoun that the employee prefers. Managers, supervisors and other employees should comply with such requests, regardless of the employee's appearance, anatomy, medical history, sex assigned at birth, or legal name, and without requiring identification or other forms of "proof" of gender identity. It is lawful to use an employee's legal name in employment related documents, such as for payroll and tax records, and insurance and retirement benefits. Once the employee obtains a court order legally changing their name and gender marker, they are entitled to have all records changed to the employee's legal name upon presentation of the court order to the Director of Human Resources or their designee.

Failure to use the name, title or pronoun preferred by the employee may constitute discrimination on the basis of gender identity or expression.

# Access to gender-segregated facilities and programs.

An employee is entitled to use gender-segregated facilities (e.g. changing rooms, locker rooms, showers, restrooms), and participate in gender-separated programs, consistent with that employee's gender identity, regardless of appearance, anatomy, medical history, sex assigned at birth, or gender indicated on identification, and without requiring any "proof" of gender identity. An employee is entitled to be free from any discrimination or harassment because of the employee's use of a particular gender-separated facility. State agencies are not required to change existing facilities to all-gender facilities, or to construct new facilities.

Where single-occupancy facilities exist, any individual may use such facilities, regardless of the gender-designation of such facility. However, an employee may not be required to use a single-occupancy facility because of the employee's gender identity or expression, including, but not limited to, transgender, gender non-conforming, non-binary, or because of another individual's concerns.

## Dress codes, uniforms, grooming, and appearance standards.

State agencies may not require dress, uniforms, grooming, or appearance that differ based on gender, sex, or sex stereotypes. Any dress code must be applied consistently, regardless of gender or gender identity.

# Equal access to employee benefits, leave, and reasonable accommodations.

An employee is entitled to equal access to benefits, leave, and reasonable accommodations regardless of gender identity. The State offers its employees access to health benefit plans that cover gender dysphoria-related medical treatment, and agencies provide reasonable accommodations to people undergoing gender transition. Requests for leave or reasonable accommodations related to gender should be treated in the same manner as all requests for other health or medical conditions.

## **DISABILITY**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's disability, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

All employees must be able to perform the essential functions of their jobs in a reasonable manner, with or without a reasonable accommodation. Consideration of requests for accommodation of applicants or employees with disabilities is required and should be granted where reasonable.

# Statutory protection.

Disability discrimination is unlawful pursuant to Human Rights Law § 296.1, § 296-c (for interns) and § 296-d (for non-employees working in the workplace). Reasonable accommodation is required of employers pursuant to Human Rights Law § 296.3(a). New York State law has a very broad definition of disability, and generally protects persons with any disabling condition, including temporary disabilities. Disability discrimination is also unlawful under federal law. However, the scope of disability under the provisions of the Americans with Disability Act (ADA) is not as broad. The Federal Rehabilitation Act of 1973 § 503 and § 504<sup>40</sup> also apply to many State workers. Federal law also requires reasonable accommodation.

40 29 U.S.C. § 793 and § 794.

<sup>&</sup>lt;sup>39</sup> 42 U.S.C. § 12111 et seq.

Guide dog, hearing dog, and service dog provisions are found in Human Rights Law § 296.14. An employee who uses a guide, hearing or service dog is also protected by Civil Rights Law § 47-a and § 47-b.

# What is a "disability" under the Human Rights Law?

A "disability" is:

- a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- · a record of such an impairment; or
- a condition regarded by others as such an impairment.<sup>41</sup>

Because this definition includes any impairment that is demonstrable by clinical or laboratory diagnostic techniques, it includes most disabling conditions.

## Reasonable performance.

An employee with a disability must be able to achieve "reasonable performance" in order to be protected by the Human Rights Law. Reasonable performance is not perfect performance or performance unaffected by the disability, but job performance reasonably meeting the employing agency's needs to achieve its governmental functions. An employee with a disability is entitled to reasonable accommodation if it will permit the employee to achieve reasonable job performance.

#### **Essential functions.**

A function is essential if not performing it would fundamentally change the job for which the position exists. If a function is not essential to the job, then it can be reassigned to another employee, and the employee with a disability may not be required to perform that function.

Employers may ask applicants with disabilities about their ability to perform specific job functions and tasks, as long as all applicants are asked in the same way about their abilities. Employers may require applicants/employees to demonstrate capacity to perform the physical demands of a particular job, in the same way as applicants are asked to demonstrate competence and qualifications in other areas. Such tests of capacity, agility, endurance, etc. are non-discriminatory as long as they can be demonstrated to be related to the specific duties of the position applied for and are uniformly given to all applicants for a particular job category.

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<sup>&</sup>lt;sup>41</sup> Human Rights Law § 292.21.

#### Reasonable accommodation.42

A reasonable accommodation is an adjustment or modification made to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. Some examples of reasonable accommodation include:

- A modified work schedule;
- Reassignment of the non-essential functions of the job;
- Acquisition or modification of equipment; and
- Provision of an accessible worksite.

All otherwise qualified applicants and employees are entitled to reasonable accommodation of disability. Accommodation is required if it is reasonable and will assist in overcoming an obstacle caused by the disability that prevents the person from applying for the position, from performing the essential functions of the position, or from receiving equal terms, conditions or privileges of the position.

Unless the disability is obvious (e.g. employee's use of a wheelchair) the applicant or employee must inform the employing agency of the need for accommodation. The employee also must provide reasonable medical documentation as requested by the agency and engage in an interactive process with the agency in order to reach an effective and reasonable accommodation.

Once an accommodation has been requested, the agency has an obligation to verify the need for the accommodation. If the need for accommodation exists, then the employing agency has an obligation to seek an effective solution through an interactive process between the agency and the employee.

While the employee can request a particular accommodation, the obligation to provide a reasonable accommodation is satisfied where the accommodation is effective in addressing the individual's limitations such that they can perform their essential job duties in a reasonable manner. The agency has the right to decide which reasonable accommodation will be granted, so long as it is effective in enabling the employee to perform the job duties in a reasonable manner.

An agency may require a doctor's note to substantiate the request, or a medical examination where appropriate, but must maintain the confidentiality of an employee's medical information. The Human Rights Law requires that the employee cooperate in

<sup>&</sup>lt;sup>42</sup> With respect to policy and procedures relative to reasonable accommodation generally, employees should consult the publication Procedures for Implementing Reasonable Accommodation for Applicants and Employees with Disabilities and Pregnancy-related Conditions in New York State Agencies.

providing medical or other information needed to verify the disability, or any additional information that is otherwise necessary for consideration of the accommodation.<sup>43</sup>

Information provided for purposes of reasonable accommodation cannot be used by the agency for another purpose, such as a basis for referring an employee for a medical examination to determine fitness for duty pursuant to Civil Service Law section 72(1), placing the employee on an involuntary leave of absence pursuant to Civil Service Law section 72(5), or other personnel actions.

Many common questions about reasonable accommodation are explained in the reasonable accommodation regulations<sup>44</sup> of the New York State Division of Human Rights, which are available on the Division's website. These regulations may be used by applicants, employees, and agency personnel in order to better understand the reasonable accommodation process.

## Exceptions.

The Human Rights Law does not require accommodation of behaviors that do not meet the employer's workplace behavior standards that are consistently applied to all similarly situated employees, even if these behaviors are caused by a disability.<sup>45</sup>

Reasonable accommodation is not required where the disability or the accommodation itself poses a direct threat, which means a significant risk of substantial harm to the health or safety of the employee or others that cannot be eliminated or reduced by reasonable accommodation.<sup>46</sup>

## Family Medical Leave Act (29 USC sections 2601 to 2654).

The State as an employer cannot take adverse action against employees who exercise their rights to medical leave for the birth, adoption, or foster care placement of a child, for their own serious health condition, or to care for a family member with a serious health condition which qualifies under the Act. The Act entitles eligible employees to take up to a total of 12 weeks of unpaid leave during a 12-month period. (Military caregivers may be entitled to up to 26 weeks of leave. See above: Military Status.)

## Civil Service Law §§ 71 and 73.

The Civil Service Law allows an agency to terminate an employee after one cumulative year of absence for a disability resulting from an occupational injury or disease as defined in the Workers' Compensation Law.<sup>47</sup> This is extended to two years for an individual injured in an assault that causes such injury or disease. The Civil Service

<sup>&</sup>lt;sup>43</sup> Human Rights Law § 296.3.

<sup>&</sup>lt;sup>44</sup> 9 N.Y.C.R.R. § 466.11.

<sup>&</sup>lt;sup>45</sup> 9 N.Y.C.R.R. § 466.11(g)(1).

<sup>&</sup>lt;sup>46</sup> 9 N.Y.C.R.R. § 466.11(g)(2).

<sup>&</sup>lt;sup>47</sup> Civil Service Law § 71.

Law also allows an agency to terminate an employee who has been continuously absent for one year for a personal injury or illness.<sup>48</sup>

## Drug and Alcohol-Free Workplace Policy.

New York State employees are subject to criminal, civil, and disciplinary penalties if they distribute, sell, attempt to sell, possess, or purchase controlled substances while at the workplace or while acting in a work-related capacity. Such illegal acts, even if engaged in while off duty, may result in disciplinary action. In those locations where it is permitted, an employee may possess and use a controlled substance that is properly prescribed for the employee by a physician. Employees are also prohibited from onthe-job use of, or impairment from, alcohol. If a supervisor has a reasonable suspicion that an employee is unable to perform job duties due to the use of controlled substances or alcohol, that employee may be required to undergo medical testing. If the employee has a disability that is drug- or alcohol-related, the employee may be referred to voluntary and confidential participation in the statewide Employee Assistance Program. Other available options include pursuing disability leave procedures or disciplinary measures. On-line supervisory training regarding a drug- and alcohol-free workplace is available through the GOER's Online Learning Center at https://nyslearn.ny.gov/.

The Federal Drug-Free Workplace Act of 1988, amended in 1994, requires that all agencies that have contracts with the United States Government that exceed \$100,000, and all agencies that receive federal grants, maintain a drug-free workplace. If an employee is involved in work on a contract or grant covered by this law, they are required to notify their employer of any criminal drug statute conviction, for a violation occurring in the workplace, not less than five days after the conviction. Agencies covered by this law must notify the federal government of the conviction and must take personnel action against an employee convicted of a drug abuse violation.

# Drug addiction and alcoholism under the Human Rights Law and Regulations.<sup>50</sup>

An individual who is currently using drugs illegally is not protected under the disability provisions of the Human Rights Law. The law protects individuals who are recovered or recovering drug addicts or alcoholics and may protect alcoholics if the alcoholism does not interfere with job performance.

<sup>&</sup>lt;sup>48</sup> Civil Service Law § 73.

<sup>&</sup>lt;sup>49</sup> For agencies that do not have their own drug/alcohol testing procedures, this test must be done pursuant to Civil Service Law § 72.

<sup>&</sup>lt;sup>50</sup> See generally 9 N.Y.C.R.R. § 466.11(h).

Intoxication or use of alcohol on the job is not protected. A test to determine the illegal use of drugs is not considered a medical test that is governed by the Human Rights Law. Agencies have differing requirements and policies with regard to drug testing.

If an individual is protected by the Human Rights Law, adjustment to work schedules, where needed to allow for ongoing treatment, is allowed as an accommodation where reasonable, if the individual is still able to reasonably perform the essential functions of the job, including predictable and regular attendance.

See above: Drug and Alcohol-Free Workplace Policy.

## Guide dogs, hearing dogs, and service dogs.

Users of guide dogs, hearing dogs, or service dogs that are trained as provided in the Human Rights Law are given protection by the Human Rights Law.<sup>51</sup>

The use of such a dog is not considered a "reasonable accommodation," but a right protected separately under the Human Rights Law, and the dog owner need not specifically request permission to bring the dog into the workplace. This specific provision has no parallel in the federal ADA, under which the matter would instead be analyzed to determine whether a reasonable accommodation is appropriate.

This right to be accompanied by such dogs in the workplace applies only to dogs that meet the definitions found in the Human Rights Law.

A "guide dog" or "hearing dog" is a dog that is trained to aid a person who is blind, deaf or hard of hearing, is actually used to provide such aid, and was trained by a guide or hearing dog training center or professional guide or hearing dog trainer. <sup>52</sup>

A "service dog" may perform a variety of assistive services for its owner. However, to meet the definition, the dog must be trained by a service dog training center or professional service dog trainer. <sup>53</sup>

Dogs that are considered therapy, companion or other types of assistance dogs, but who have not been professionally trained as stated in the definitions above, are not covered by this provision.<sup>54</sup>

<sup>&</sup>lt;sup>51</sup> Human Rights Law § 296.14.

<sup>&</sup>lt;sup>52</sup> Human Rights Law § 296.14.

<sup>53</sup> Human Rights Law § 296.14.

<sup>&</sup>lt;sup>54</sup> A dog may be licensed as a "service" dog, and nevertheless not meet the definition of service dog for purposes of the Human Rights Law. N.Y. Agriculture & Markets Law § 110, which requires the licensing of dogs, permits municipalities to exempt from licensing fees various categories of dogs, including "service" and "therapy" dogs, but the section provides no definitions of those categories.

The provision also does not apply to animals other than dogs, regardless of training.

Dogs not meeting one of the definitions, or animals other than dogs, may provide assistance or companionship to a person with a disability. However, they are generally not permitted into the workplace as a reasonable accommodation, because the workplace and other employees can be adversely impacted by animals that are not professionally trained by guide, hearing or service dog trainers, as provided above. The New York State Civil Service Law provides qualified employees with special leave benefits for the purposes of obtaining service animals or guide dogs and acquiring necessary training.55

## PREDISPOSING GENETIC CHARACTERISTICS

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of the applicant or employee having a predisposing genetic characteristic, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

Testing for such genetic characteristics is prohibited in most circumstances.

## Statutory protection.

Discrimination on the basis of a genetic characteristic is unlawful pursuant to Human Rights Law § 296.1, § 296.19, § 296-c (for interns) and § 296-d (for non-employees working in the workplace). It is also covered by the federal Genetic Information Nondiscrimination Act (GINA).56

## What is a predisposing genetic characteristic?

A predisposing genetic characteristic is defined as "any inherited gene or chromosome, or alteration thereof, . . . determined by a genetic test or inferred from information derived from an individual or family member that is scientifically or medically believed to predispose an individual or the offspring of that individual to a disease or disability, or to be associated with a statistically significant increased risk of development of a physical or mental disease or disability."57

<sup>&</sup>lt;sup>55</sup> Civil Service Law § 6(1).

<sup>&</sup>lt;sup>56</sup> As with Title VII, the ADA and the ADEA, the Genetic Information Nondiscrimination Act is enforced by the federal Equal Employment Opportunity Commission. When codified, GINA was distributed throughout various sections of Titles 29 and 42 of the United States Code. For more details on GINA, see http://www.eeoc.gov/laws/types/genetic.cfm.

<sup>&</sup>lt;sup>57</sup> Human Rights Law § 292.21-a.

## How is the employee or applicant protected?

It is an unlawful discriminatory practice for any employer to directly or indirectly solicit, require, or administer a genetic test to a person, or solicit or require information from which a predisposing genetic characteristic can be inferred as a condition of employment or pre-employment application.<sup>58</sup> It is also unlawful for an employer to buy or otherwise acquire the results or interpretation of an individual's genetic test results or information from which a predisposing genetic characteristic can be inferred or to make an agreement with an individual to take a genetic test or provide genetic test results or such information.<sup>59</sup>

An employee may give written consent to have a genetic test performed, for purposes of a worker's compensation claim, pursuant to civil litigation, or to determine the employee's susceptibility to potentially carcinogenic, toxic, or otherwise hazardous chemicals or substances found in the workplace environment. The employer may not take any adverse action against an employee on the basis of such voluntary test.<sup>60</sup>

## Exceptions.

An employer may require a specified genetic test as a condition of employment where such a test is shown to be directly related to the occupational environment, such that the employee or applicant with a particular genetic anomaly might be at an increased risk of disease as a result of working in that environment.<sup>61</sup> However, the employer may not take adverse action against the employee as a result of such testing.

## **FAMILIAL STATUS**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's familial status, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

"Familial status" includes being pregnant, having a child under the age of 18, having legal custody of any person under the age of 18, or having a person under the age of 18 residing in the home of the designee of the parent, or being in the process of securing custody, adoption or foster care placement of any person under 18.

<sup>&</sup>lt;sup>58</sup> Human Rights Law § 296.19(a)(1).

<sup>&</sup>lt;sup>59</sup> Human Rights Law § 296.19(a)(2).

<sup>60</sup> Human Rights Law § 296.19(c) and (d).

<sup>&</sup>lt;sup>61</sup> Human Rights Law § 296.19(b).

## Statutory protection.

Discrimination on the basis of familial status is unlawful pursuant to Human Rights Law § 296.1 and § 296-d (for non-employees working in the workplace). Familial status is not a protected class under federal law.

## Familial status does not include the identity of the children.

Parents or guardians of children are protected from discrimination on the basis of the *status* of being a parent or guardian, not with regard to who their children are. Therefore, actions taken against an employee because of who their child is, or what that child has done, do not implicate familial status discrimination.

## Nepotism.

Nepotism means hiring, granting employment benefits, or giving other favoritism based on the identity of a person's family member. Anti-nepotism rules do not implicate familial status discrimination, because anti-nepotism rules involve the *identity* of the employees as relatives, not their *status* as parent, child, or spouse. The Public Officers Law provides that a State employee may not control or influence decisions to hire, fire, supervise or discipline a family member. Moreover, other acts of nepotism not specifically governed by this provision may violate more general conflict of interest provisions in the New York ethics statutes.

#### What is familial status discrimination?

Familial status discrimination would include, but not be limited to, making employment decisions about an employee or applicant because:

- they are pregnant;
- they have children at home, or have "too many" children;
- of a belief that someone with children will not be a reliable employee;
- they are a single parent;
- they are a parent, regardless of living arrangements;
- they are living with and caring for a grandchild;
- they are a foster parent, or are seeking to become a foster parent, or to adopt a child;
- a father has obtained custody of one or more of his children and will be the primary caretaker;
- · of a belief that mothers should stay home with their children; or
- of any other stereotyped belief or opinion about parents or guardians of children under the age of 18.

<sup>&</sup>lt;sup>62</sup> Anti-nepotism rules for all State government workplaces are found in N.Y. Public Officers Law § 73.14.

## No requirement of reasonable accommodation.

The Human Rights Law explicitly states that the familial status provisions do not create any right to reasonable accommodation on that basis.<sup>63</sup> Therefore, the employer is not required to accommodate the needs of the child or children and is not required to grant time off for the parent to attend school meetings, concerts, sporting events, etc., as an accommodation. However, the employer must grant such time off to the same extent that time off is granted to employees for other personal reasons.

The familial status protections do not expand or decrease any rights that a parent or guardian has under the federal Family Medical Leave Act or the New York State Paid Family Leave Act (where these are applicable) to time off to care for family members. (See above: Family Medical Leave Act and Paid Family Leave.)

## Pregnancy and childbirth discrimination.

Discrimination on the basis of pregnancy constitutes familial status discrimination. (See below: Pregnancy, Childbirth and Parental Leave.)

## **MARITAL STATUS**

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's marital status, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis.

"Marital status" is the condition of being single, married, separated, divorced, or widowed.

## Statutory protection.

Discrimination on the basis of marital status is unlawful pursuant to Human Rights Law § 296.1 and § 296-c. Marital status is not covered by federal law.

## Marital status does not include the identity of the spouse.

Discrimination based on the identity of the individual to whom a person is married is not marital status discrimination, as it is only the status of being married, single, divorced, or widowed that is protected. Thus, terminating employment because of the actions of a spouse would not be considered marital status discrimination, because the action was taken not based on the fact that the employee was married but that the employee was married to a particular person.

<sup>63</sup> Human Rights Law §296.3

## Nepotism.

Nepotism means hiring, granting employment benefits, or other favoritism based on the identity of a person's spouse or other relative. The Public Officers Law provides that a State employee may not control or influence decisions to hire, fire, supervise or discipline a spouse or other relative. Moreover, other acts of nepotism not specifically governed by this provision may violate more general conflict of interest provisions in the New York ethics statutes. Such anti-nepotism rules do not implicate marital status discrimination.

#### What is marital status discrimination?

Some examples of marital status discrimination are:

- expecting an employee to work a disproportionate number of extra shifts or at inconvenient times because he or she is not married, and therefore won't mind.
- selecting a married person for a job based on a belief that married people are more responsible or more stable.
- giving overtime or a promotion to a married person rather than a single person based on a belief that the single person does not have to support anyone else.

## STATUS AS A VICTIM OF DOMESTIC VIOLENCE

No decision affecting hiring, promotion, firing or a term, condition or privilege of employment shall discriminate on the basis of a person's status as a victim of domestic violence, nor shall employees be harassed or otherwise discriminated against on such basis, or perceived basis. A victim of domestic violence is "any person over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, strangulation, identity theft, grand larceny or coercion; and (i) such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and (ii) such act or acts are or are alleged to have been committed by a family or household member."

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<sup>&</sup>lt;sup>64</sup> Anti-nepotism rules for all State government workplaces are found in N.Y. Public Officers Law § 73.14.

<sup>65</sup> N.Y. Social Service Law §459-a.

## Statutory protection.

Discrimination based on status as a victim of domestic violence is unlawful pursuant to Human Rights Law § 296.1, § 296.22, § 296-c (for interns) and § 296-d (for non-employees working in the workplace). There is no similar federal protection.

## **Executive Order concerning State workers.**

On January 1, 2011, Governor Andrew M. Cuomo issued Executive Order No. 2, reissuing Executive Order No. 19,<sup>66</sup> which requires adoption of domestic violence and the workplace policies by all executive branch State agencies.

## Purpose of domestic violence and the workplace policies.

Domestic violence permeates the lives and compromises the safety of New York State residents with tragic, destructive, and sometimes fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

Domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. The purpose of the policy is to address the impacts of domestic violence already being felt in the workplace.

The workplace can sometimes be the one place where the victim is not cut off from outside support. The victim's job, financial independence, and the support of the workplace can be part of an effective way out of the abusive situation. Therefore, the domestic violence and the workplace policy aims to support the victim in being able to retain employment, find the resources necessary to resolve the problem, and continue to serve the public as a State employee.

## Meeting the needs of domestic violence victims.

A victim of domestic violence can ask the employer for accommodations relating to their status, which can include the following:

- Employee's need for time off to go to court, to move, etc., should be granted at least to the extent granted for other personal reasons.
- If an abuser of an employee comes to the workplace and is threatening, the incident should be treated in same manner as any other threat situation. It is not to be treated as just the victim's problem which the victim must handle on her or his own. The victim of domestic violence must not be treated as the "cause" of the problem and supervisory employees must take care that no negative action is

<sup>&</sup>lt;sup>66</sup> Issued by Gov. Eliot L. Spitzer on October 22, 2007.

taken against the victim because, for example, the abuser comes to the workplace, the victim asks the employer to notify security about the potential for an abuser to come to the workplace, or the victim provides an employer with information about an order of protection against the abuser.

- If a victim needs time off for disability caused by the domestic violence, it should be treated the same as any temporary disability. This includes time off for counseling for psychological conditions caused by the domestic violence. (See above: Disability. Note: temporary disabilities are covered under the Human Rights Law.)
- The State's Domestic Violence and the Workplace Policy requires this and more.
   Employees should consult their agency's policy to understand the support it affords to victims of domestic violence, which may include the following:
- Assistance to the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of domestic violence.
- Assistance with enforcement of all known court orders of protection, particularly orders in which the abuser has been ordered to stay away from the work site.
- Refraining from any unnecessary inquiries about domestic violence.
- Maintenance of confidentiality of information about the domestic violence victim to the extent possible.
- Establishment of a violence prevention procedure, such as a policy to call "911" if an abuser comes to the workplace.
- Working with the domestic violence victim to develop a workplace safety plan.

In addition, the policy also sets out standards for the agency to hold employees accountable who utilize State resources or use their position to commit an act of domestic violence.

# Human Rights Law reasonable accommodation requirements for leave time.

State employees have the protections described above, which are more extensive than the protections explicitly afforded employees generally in the State (public and private) by the Human Rights Law. The Law provides for leave time as a reasonable accommodation for the following needs related to the domestic violence:

- Medical attention for the victim, or a child who is the victim;
- Obtaining services from a domestic violence shelter, program or rape crisis center;
- Obtaining psychological counseling, including for a child who is a victim;
- For safety planning, or taking action to increase safety, including temporary or permanent relocation;
- Obtaining legal services, assisting with prosecution, or appearing in court.

## Time off for legal proceedings.

In addition to the requirement of the domestic violence and the workplace policy that victims be granted reasonable time off to deal with domestic violence, time off for legal proceedings is addressed by the Penal Law. It is illegal for an employer to take any adverse action against an employee who is a victim of a crime for taking time off to appear in court as a witness, to consult with a district attorney, or to obtain an order of protection.67

## Unemployment insurance benefits.

If a victim must leave a job because of domestic violence, he or she is not necessarily barred from receiving unemployment insurance benefits. Circumstances related to domestic violence may be "good cause" for voluntarily quitting a job. Also, job performance problems related to domestic violence (such as absenteeism or tardiness) will not necessarily bar benefits. 68

## Further information and support.

Dealing with domestic violence requires professional assistance. Domestic violence can be a dangerous or life-threatening situation for the victim and others who may try to become involved. Both victims and employers may contact the NYS Office for the Prevention of Domestic Violence for further information.

## PREGNANCY, CHILDBIRTH AND FAMILY LEAVE

Discrimination on the basis of pregnancy constitutes discrimination on the basis of sex and familial status. Furthermore, medical conditions related to pregnancy or childbirth must be reasonably accommodated in the same manner as any temporary disability. Parental leave is available to employees on a gender-neutral basis.

## Statutory protection.

Discrimination based on sex and familial status is unlawful pursuant to Human Rights Law § 296.1, § 296-c (for interns based on sex) and § 296-d (for non-employees working in the workplace). Sex, but not familial status, is a protected class under federal law. Reasonable accommodation of pregnancy-related conditions is required by the Human Rights Law. 69 There is no similar requirement under federal law, unless the pregnancy-related condition meets the definition of "disability" under federal law. Also, the federal Family Medical Leave Act and the New York State Paid Family Leave Act

<sup>&</sup>lt;sup>67</sup> N.Y. Penal Law § 215.14.

<sup>&</sup>lt;sup>68</sup> N.Y. Labor Law § 593.

<sup>69</sup> Human Rights Law § 296.3(a).

(where these are applicable) may entitle an employee leave. (See: Family Medical Leave Act and Paid Family Leave.)

## Pregnancy discrimination.

No decision regarding hiring, firing or the terms, condition and privileges of employment may be based on the fact that an applicant or employee is pregnant or has recently given birth. A pregnant individual may not be compelled to take a leave of absence unless pregnancy prevents that individual from performing the duties of the job in a reasonable manner. Disability discrimination may also be implicated where discrimination is based on limitations or perceived limitations due to pregnancy.

## Reasonable accommodation of pregnancy-related conditions.

Any medical condition related to pregnancy or childbirth that does prevent the performance of job duties entitles the individual to reasonable accommodation, including time off consistent with the medical leave policies applicable to any disability. The mere fact of being pregnant does not trigger the requirement of accommodation. But, any condition that "inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques"<sup>71</sup> must be accommodated, when necessary, to allow the employee to perform the essential functions of the job.

An agency may require a doctor's note to substantiate the request but must maintain the confidentiality of an employee's medical information. The Human Rights Law requires that the employee cooperate in providing medical or other information needed to verify the pregnancy-related condition, or that is otherwise necessary for consideration of the accommodation.<sup>72</sup> (See above: Disability.)

While pregnancy-related conditions are treated as temporary disabilities for purposes of applying existing regulations under the Human Rights Law, pregnancy-related conditions need not meet any definition of disability to trigger an employer's obligation to accommodate under the law. Any medically-advised restrictions or needs related to pregnancy will trigger the need to accommodate, including such things as the need for extra bathroom breaks, or increased water intake. The Human Rights Law specifically provides that a pregnancy-related condition includes lactation.

## Right to express breast milk in the workplace.

Lactating mothers have the right to express breast milk in the workplace, as follows:

An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express

<sup>&</sup>lt;sup>70</sup> Human Rights Law § 296.1(g) and § 296-c(2)(e).

<sup>71</sup> Human Rights Law § 292.21-f.

<sup>&</sup>lt;sup>72</sup> Human Rights Law § 296.3.

breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the work place. (See N.Y. Labor Law § 206-c)

The right to express breast milk in the workplace is NOT an accommodation. However, the employing agency may require lactating mothers to use a procedure to notify the employer that the employee will be expressing breast milk to ensure appropriate scheduling of breaks and use of any lactation facility.

#### Parental leave.

Any parent of a newborn child, a newly adopted child, or a sick child is entitled to available child care leave without regard to the sex of the parent. Only the woman who gives birth, however, is entitled to any medical leave associated with pregnancy, childbirth and recovery.

In general, the State as an employer cannot take adverse action against employees who take qualifying medical leave for the birth or adoption of a child, for their own serious health condition, or to care for a family member with a serious health condition which qualifies under the federal Family and Medical Leave Act. <sup>73</sup> The Act entitles eligible employees to take up to a total of 12 weeks of unpaid leave during a calendar year.

## Paid Family Leave.

The New York State Paid Family Leave Law<sup>74</sup> provides for paid leave to bond with a newly born, adopted or fostered child; care for a close relative with a serious health condition; or assist loved ones when a family member is deployed abroad on active military service. The amount of paid leave available increases to a total of 12 weeks by 2021. State employees not represented by a union in bargaining units 06, 18, 46 and 66 are covered by the law. State employees represented by a union may be covered if Paid Family Leave is collectively bargained for.

More information is available on the New York State website at https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-information-employees. This includes information on who is eligible, and how to apply.

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<sup>73 29</sup> U.S.C. § 2601 et seq.

<sup>&</sup>lt;sup>74</sup> Workers Compensation Law, art. 9, §§ 200, et seq.

# PRIOR ARREST RECORDS, YOUTHFUL OFFENDER ADJUDICATIONS AND SEALED CONVICTION RECORDS

It is an unlawful discriminatory practice for an employer to make any inquiry about any arrest or criminal accusation of an individual, not then pending against that individual, which has been resolved in favor of the accused or adjourned in contemplation of dismissal or resolved by a youthful offender adjudication or resulted in a sealed conviction. It is unlawful to require any individual to divulge information pertaining to any such arrest, criminal accusation or sealed conviction, or to take any adverse action based on such an arrest, criminal accusation or sealed conviction.

## Statutory protection.

This protection is provided by Human Rights Law § 296.16.

#### What is unlawful?

It is generally unlawful to ask an applicant or employee whether he or she has ever been arrested or had a criminal accusation filed against him or her. It is also generally unlawful to inquire about youthful offender adjudications or sealed records. It is **not** unlawful to ask if a person has any currently pending arrests or pending criminal charges. It is also not unlawful to inquire about convictions. (See below: Previous Conviction.)

It is generally unlawful to require an individual to divulge information about the circumstances of an arrest or accusation no longer pending. In other words, the employer cannot demand information from the individual accused in order to "investigate" the circumstances behind an arrest. It is *not* unlawful to require an employee to provide information about the outcome of the arrest, i.e. to demonstrate that it has been terminated in favor of the accused. The agency may be able to take action against an employee for the conduct that led to the arrest but Human Rights Law §296.16 provides that no person "shall be required to divulge information" pertaining to the arrests resolved as set out below.

## Pending arrest or charges.

As long as an arrest or criminal accusation remains pending, the individual is not protected. The agency may refuse to hire or may terminate or discipline the employee in accordance with applicable law or collective bargaining agreement provisions. The agency may also question the employee about the pending arrest or accusation, the underlying circumstances, and the progress of the matter through the criminal justice system.

However, if the employee is arrested while employed, is not terminated by the employer, and the arrest is subsequently terminated in favor of the employee, the

employee cannot then initiate an adverse action against the employee based on the arrest and cannot question the employee about the matter. The employer can require that the employee provide proof of the favorable disposition in a timely manner.

## What specific circumstances are protected?

The arrest or criminal accusation must have been:

- dismissed, pursuant to Criminal Procedure Law § 160.50;
- adjourned in contemplation of dismissal (unless such dismissal has been revoked) pursuant to Criminal Procedure Law §§ 170.55, 170.56, 210.46, 210.47, or 215.10;
- disposed of as a youthful offender adjudication, pursuant to Criminal Procedure Law § 720.35 (which are automatically sealed);
- resulted in a conviction for a violation, which was sealed pursuant to Criminal Procedure Law § 160.55 (pertaining to certain violations);
- resulted in a conviction, which was sealed pursuant to Criminal Procedure Law § 160.58 (pertaining to controlled substances); or
- resulted in a conviction, which was sealed pursuant to Criminal Procedure Law § 160.59 (pertaining to certain convictions which may be sealed ten or more years after the end of incarceration).

#### Sealed records.

Whether or not a record is sealed is a factual question. Many records that could be sealed are not in fact sealed. Sealing a record requires that the court specifically order that the record be sealed. The applicant or employee is responsible to know the status of a sealable conviction. If it is not in fact sealed, then it is a conviction record that can be required to be disclosed. (See below: Previous Conviction.)

## Exceptions.

The Human Rights Law explicitly states that arrest inquiries, requests for information, or adverse actions may be lawful where such actions are "specifically required or permitted by statute."<sup>75</sup>

These provisions do not apply to an application for employment as a police officer or peace officer.<sup>76</sup>

The provisions do not fully apply to an application for employment or membership in any law enforcement agency. For those positions, arrests or criminal accusations that are dismissed pursuant to Criminal Procedure Law § 160.50 may not be subject to inquiry, demands for information, or be the basis of adverse action. However, the other types of

<sup>&</sup>lt;sup>75</sup> Human Rights Law § 296.16; see e.g. Civil Service Law § 50(4).

<sup>&</sup>lt;sup>76</sup> Police and peace officer as defined in Criminal Procedure Law §§ 1.20 and 2.10, respectively.

terminations (youthful offender adjudication or sealed convictions) may be inquired into and taken into consideration for jobs with law enforcement agencies.

## PREVIOUS CONVICTION RECORDS

It is unlawful to deny any license or employment, to refuse to hire, or terminate, or take an adverse employment action against an applicant or employee, by reason of their having been convicted of one or more criminal offenses, if such refusal is in violation of the provisions of Article 23-A of the Correction Law. The Correction Law provides the standards to be applied and factors to be considered before an employment decision may be based on a previous conviction, including the factor that it is the public policy of the State of New York to encourage the licensure and employment of those with previous criminal convictions

## Statutory protection.

This protection is provided by Human Rights Law § 296.15, in conjunction with Article 23-A of the N.Y. Correction Law.

#### Factors from the Correction Law.

The Correction Law provides that an employer may not refuse to hire, or terminate an employee, or take an adverse employment action against an individual, because that individual has been previously convicted of one or more criminal offenses, or because of a belief that a conviction record indicates a lack of "good moral character," *unless* either there is a direct relationship between one or more of the previous criminal offenses and the specific employment sought or held, or employment of the individual would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.<sup>77</sup>

In order to determine whether there is either a direct relationship or unreasonable risk (as mentioned above), the employer must apply the factors set forth in the Correction Law, as follows:

- (a) The public policy of this State, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

<sup>&</sup>lt;sup>77</sup> N.Y. Correction Law § 752.

- (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
- (e) The age of the person at the time of occurrence of the criminal offense or offenses.
- (f) The seriousness of the offense or offenses.
- (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.<sup>78</sup>

Also, in making the determination, the employer must give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the individual, which creates a presumption of rehabilitation in regard to any offense specified in the certificate.<sup>79</sup>

The factors must be applied on a case-by-case basis and each of the factors must be considered. The employing agency must take into account the individual's situation by analyzing factors (d) through (g) and must also analyze the specific duties and responsibilities of the job pursuant to factors (b), (c) and (h). If any additional documentation is needed, it must be requested of the applicant or employee before any adverse determination is made. A justification memorandum that merely tracks the statute but without rational application of the factors to the facts of the case may lead to a finding that an adverse determination was arbitrary and capricious.

## Conviction must be "previous."

Individuals are protected for *previous* convictions. A conviction that occurs during employment does not entitle the individual to these protections.

## Inquiries and misrepresentation.

Unlike many other areas covered by the Human Rights Law, an employer is not prevented from asking an individual to disclose prior convictions as part of the employment application process or at any time during employment.

If the employer learns at any time that that an applicant or employee has made a misrepresentation with regard to any previous conviction, it may be grounds for denial or termination of employment.<sup>80</sup>

<sup>&</sup>lt;sup>78</sup> N.Y. Correction Law § 753.1.

<sup>&</sup>lt;sup>79</sup> N.Y. Correction Law § 753.2.

<sup>&</sup>lt;sup>80</sup> N.Y. Correction Law § 751; see also Civil Service Law section 50(4).

## Interaction with the arrest provisions.

The arrest provisions<sup>81</sup> of the Human Rights Law interact with the conviction provisions. Although it is *lawful to ask* about previous convictions, it is *unlawful to ask* about previous arrests resolved in an individual's favor, or adjourned in contemplation of dismissal, or about youthful offender adjudications, or about convictions that have been sealed pursuant to Criminal Procedure Law § 160.55 or § 160.58. If any individual with a youthful offender record or a sealed conviction states that he or she has no previous convictions, this is not a misrepresentation. The employer is not entitled to any information about youthful offender records or sealed convictions. (See above: Prior Arrest.)

## Enforcement only by court action.

A State employee or an applicant for State employment cannot file a complaint with the Division of Human Rights regarding denial of employment due to a previous conviction. An individual can pursue enforcement under the Human Rights Law only by filing an Article 78 proceeding in State Supreme Court.<sup>82</sup> However, State employees may file complaints with respect to the Prior Arrest provisions of the Human Rights Law with the Division of Human Rights. (See above: Prior Arrest.)

## Exceptions.

It is not unlawful to deny employment if, upon weighing the factors set out above, the previous criminal offense bears a direct relationship to the job duties, or if employment of the individual would involve an unreasonable risk to safety or welfare, as explained in more detail above.

An individual may be required to disclose previous convictions, unless they are sealed, as explained in more detail above.

These protections do not apply to "membership in any law enforcement agency."83

## HARASSMENT PROHIBITED

Harassment in the workplace based upon an individual's protected class status is prohibited. Harassment that creates a hostile work environment, based on the protected categories discussed in this Handbook, is unlawful pursuant to the Human Rights Law. (See above: Sexual Harassment.) State employees, interns, contractors, and individuals doing business with State employees are entitled to a work environment

<sup>81</sup> Human Rights Law § 296.16.

<sup>82</sup> N.Y. Correction Law § 755.1.

<sup>83</sup> N.Y. Correction Law § 750.5.

which promotes respect for all, and actions that demonstrate bias, harassment, or prejudice will not be tolerated.

Harassment consists of words, signs, jokes, pranks, intimidation or physical violence that is directed at an employee or intern because of their membership in any protected class, or perceived class. It also includes workplace behavior that is offensive and based on stereotypes about a particular protected group, or which is intended to cause discomfort or humiliation on the basis of protected class membership.

Harassment is unlawful in all workplaces in New York State, when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. <sup>84</sup> In fact, the Human Rights Law now provides that even if a recipient of harassment did not make a complaint about the harassment to the employer, the failure of the employee to complain shall not be determinative of whether the employer is liable. <sup>85</sup>

## Appropriate supervision is not harassment.

Normal workplace supervision, such as enforcing productivity requirements, requiring competent job performance, or issuing disciplinary warnings or notices, is **not** harassment. If these actions are imposed on the basis of protected class membership, then this may be discrimination in the terms, condition or privileges of employment.

## Harassment by a non-employee.

The employing agency has the duty to prevent harassment in the workplace including harassment by non-employees, such as vendors, consultants, clients, customers, visitors or interns.

## Harassment of non-employees.

Non-employees in the workplace, who are performing work under contract, are explicitly protected from sexual harassment (and all other types of workplace discrimination) by Human Rights Law § 296-d.

In accord with statewide policy, employees and interns are subject to discipline for harassment of *anyone* in the workplace, including contractors, clients, vendors, or any members of the public.

85 Human Rights Law § 296.1(h).

<sup>84</sup> Human Rights Law § 296.1(h).

## RETALIATION

Retaliation is prohibited. Retaliation occurs when an adverse action or actions are taken against the employee as a result of filing a discrimination complaint or participating in the filing of, or investigation of, a discrimination complaint, or requesting an accommodation. The adverse action does not need to be job related or occur in the workplace. Retaliation can be any action, more than trivial, that would have the effect of dissuading a reasonable person from making or supporting an allegation of discrimination. Such action may be taken by an individual employee.

Actionable retaliation by an employer can occur after the individual is no longer employed by that employer. This can include giving an unwarranted negative reference for a former employee.

An adverse action is not retaliatory merely because it occurs after the employee engaged in protected activity. Employees continue to be subject to all job requirements and disciplinary rules after having engaged in such activity. In order to make a claim of retaliation, the individual must be able to substantiate the claim that the adverse action was retaliatory.

The prohibition against retaliation protects any individual who has filed a complaint, testified or assisted in any discrimination complaint investigation, or opposed any discriminatory practices forbidden by the Human Rights Law, federal anti-discrimination laws or pursuant to the anti-discrimination provisions of this Handbook. Even if a discrimination complaint is not substantiated as a violation of state or federal law or the policies set forth in this Handbook, the individual is protected if they filed a discrimination complaint, participated in a discrimination-related investigation, or opposed discrimination with good faith belief that the practices were discriminatory on the basis of a protected class status.

## Administrative or court proceedings.

A complainant or witness is absolutely protected against retaliation for any oral or written statements made to the Division of Human Rights, the Equal Employment Opportunity Commission, or a court in the course of proceedings, regardless of the merits or disposition of the underlying complaint.

## Opposing discriminatory practices.

Opposing discriminatory practices includes:

- Filing an internal complaint of discrimination with GOER, with the employing agency or reporting discriminatory actions to a supervisor or other appropriate person, either verbally or in writing;
- Participating in an investigation of discrimination complaints;

- Complaining that another person's rights under the Human Rights Law, federal anti-discrimination statutes or this Handbook were violated; or
- Encouraging a fellow employee to report discriminatory practices.

However, behaving inappropriately towards a person whom an employee deems to be engaged in discriminatory or harassing conduct is not protected opposition to alleged discriminatory practices. Employees should instead file a complaint with GOER, or may complain to a supervisor, manager, or human resources officer, who are then required to report the complaint to GOER, or in accordance with any applicable complaint procedure.

Retaliation by an employer is also unlawful pursuant to the Human Rights Law and the Civil Service Law.<sup>86</sup> The federal statutes mentioned in this Handbook also prohibit retaliation.

There is no protection for a person who opposes practices the person finds merely distasteful or wrong, while having no reasonable basis to believe those practices were in violation of the applicable State or federal law, or State policy, as set forth in this Handbook. Furthermore, the prohibition against retaliation does not protect individuals from making false charges of discrimination. An example of this would include filing a complaint with GOER, the Division of Human Rights, the EEOC, or any court, simply because another employee filed a complaint against you or another employee.

## REPORTING DISCRIMINATION IN THE WORKPLACE

As noted throughout this Handbook, any State employee who has been subject to any discrimination, bias, prejudice, harassment or retaliation based on any of the protected classes covered by the Handbook, may file a discrimination complaint with GOER. The New York State Employee Discrimination Complaint Form ("Complaint Form") is located at https://goer.ny.gov under the "Anti Discrimination Investigations" heading.

The Complaint Form is a web-based, fillable form, and after inserting the required information, employees can send the complaint directly to GOER. When GOER receives a Complaint Form, the individual submitting the complaint will receive an acknowledgment. The Complaint Form may also be filled out and sent to GOER via email or regular mail at:

\_

<sup>&</sup>lt;sup>86</sup> Human Rights Law § 296.7; see also Civil Service Law § 75-B, which gives protection to "whistleblowers."

Antidiscrimination@goer.ny.gov

or

Governor's Office of Employee Relations Anti Discrimination Investigations Division 2 Empire State Plaza Albany, NY 12223

Employees are not required to (but may) report their allegations of discrimination to their supervisor, upper level management, or their Human Resources Department. Individuals with supervisory duties are required to report the allegations to GOER and should request that the employee file the complaint directly with GOER. The link to this Handbook and the complaint procedure, including the Complaint Form, should also be available on every agency's intranet site and/or employee handbook. If you cannot locate the Complaint Form or the Handbook, please contact your supervisor or manager or the agency's Human Resources Department and they will assist you in obtaining this information.

## Confidentiality and cooperation.

All discrimination complaints and investigations will be kept confidential to the extent possible. Documentation and reports will not be disclosed, except to the extent required to implement the policies in this Handbook. Any individual involved in an investigation is advised to keep all information regarding the investigation confidential. Breaches of confidentiality may constitute retaliation, which is a separate and distinct category of discrimination. Any individual who reports discrimination, or who is experiencing discrimination, must cooperate so that a full and fair investigation can be conducted, and any necessary remedial action can be promptly undertaken.

Employees filing a Complaint Form should describe the connection between their protected class and the conduct and/or statement that is the subject of the complaint. Investigations will evaluate whether the conduct found to have occurred violates the policies as set forth in this Handbook, not whether the conduct violates the law. If, after investigation, it is determined that a violation of this Handbook has occurred, appropriate administrative action, up to and including termination, will be recommended.

The procedures for reporting discrimination complaints are designed to ensure the State's anti-discrimination policies are followed, including the State's policies forbidding retaliation. The complaint investigation procedures provide for a prompt and complete investigation as to the complaint of discrimination, and for prompt and effective remedial action where appropriate.

An employee with supervisory responsibility has a duty to report any discrimination that they observe or otherwise know about. A supervisor who has received a report of

workplace discrimination has a duty to report it to GOER, or in accordance with the employing agency's policy, even if the individual who complained requests that it not be reported. Any discrimination or potential discrimination that is observed must be reported, even if no complaint has been made. Failure to comply with the duty to report may result in disciplinary and/or administrative action.

## Discrimination must be investigated and appropriate corrective action taken.

The employer has the duty to ensure that complaints of workplace discrimination are investigated promptly. If, after investigation, it is determined that discriminatory behavior is occurring, the employing agency has a duty to take prompt and effective corrective action to stop the discriminatory conduct and take such other steps as are appropriate.

Employers cannot take steps to prevent or correct discriminatory or harassing behavior unless the employer knows of the conduct.

# PURSUING DISCRIMINATION COMPLAINTS EXTERNALLY

The employing agency's internal complaint procedures are intended to address all complaints of discrimination. Any State employing agency which does not participate in the GOER complaint investigation process is required to have a well-documented and widely disseminated procedure for employees to file, and to ensure investigation of discrimination complaints.

These internal complaint procedures are not intended to satisfy, replace or circumvent options available to employees through negotiated union contracts; federal, state or other civil rights enforcement agencies; and/or the judicial system. Thus, the use of these internal complaint procedures will not suspend any time limitations for filing complaints set by law or rule and will not fulfill any other requirements set by law or rule.

Employees are not required to pursue their employing agency's internal complaint procedure before filing a complaint with any external agency or with a court, based on federal or state or local law.

Listed throughout the Handbook are citations to the various laws that pertain to discrimination. Employees may be able to file complaints pursuant to these laws with administrative agencies and/or in court. There may also be additional remedies available to employees, and employees may wish to seek an attorney's advice prior to determining appropriate steps to take.

The following agencies can provide information to employees and receive and investigate complaints of employment discrimination pursuant to the New York State Human Rights Law (State Division of Human Rights) or Title VII, ADEA, ADA or GINA (U.S. Equal Employment Opportunity Commission).

New York State Division of Human Rights ("SDHR")

Website: www.dhr.ny.gov
Telephone: (888)392-3644
TTY number: (718)741-8300

United State Equal Employment Opportunity Commission ("EEOC")

Website: www.eeoc.gov Telephone: (800)669-4000 TTY number: (800)669-6820

## **GENERAL PROHIBITIONS AND PROVISIONS**

## Unlawful inquiries.

It is an unlawful discriminatory practice for an employer to print, circulate, or use any form of application, or to make any inquiry which expresses directly or indirectly, any limitation, specification or discrimination as to any protected class, unless based upon a bona fide occupational qualification.<sup>87</sup>

Even if an inquiry is not asked with the apparent intent to express a limitation, it can become evidence of discriminatory intent in a subsequent action, by creating an appearance of discriminatory motivation. Those interviewing candidates for State positions or promotions should exercise extreme caution so as not to ask any unnecessary question or make any comment that could be interpreted as expressing a discriminatory motivation. This is simply a good employment practice.

Information gathered in furtherance of an affirmative action plan may be lawful, so long as the affirmative action is pursued in a lawful manner (which is beyond the scope of this booklet). Information on protected class membership which is collected for statistical purposes should be retained separately from a candidate's other information.

#### Interns.

Paid interns are employees, and all provisions relating to employees explained in this document apply to paid interns. Unpaid interns are explicitly protected by Human

<sup>&</sup>lt;sup>87</sup> Human Rights Law § 296.1(d) and § 296-c(2)(c).

Rights Law § 296-c, and are entitled to the same protections as employees, in most areas, wherever § 296-c is referenced in the sections above.

Unpaid interns are protected from discrimination in hiring, discharge, or the terms, conditions or privileges of employment as an intern because of the intern's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, or domestic violence victim status. Unpaid interns are also explicitly protected from harassment.

## Non-employees working in the workplace.

Non-employees working in any workplace in New York State are entitled to the same protections from discrimination and harassment as employees, pursuant to Human Rights Law § 296-d. Protected non-employees include independent contractors, those receiving their paycheck from a temp agency, vendors, consultants, contracted service providers such as electricians, janitorial workers, and so on.

#### Political activities.

The Civil Service Law provides that no appointment or selection or removal from employment shall relate to the political opinions or affiliations of any person. No person in the civil service of the State is under any obligation to contribute to any political fund or render any political service and no person shall be removed or otherwise prejudiced for refusing to do so. No person in the civil service shall discharge or promote or reduce or in any manner change the rank or compensation of another for failing to contribute money or any other valuable thing for any political purpose. No person in the civil service shall use their official authority or influence to coerce the political action of any person or body or to interfere with any election. This law is enforced by the New York State Joint Commission on Public Ethics. Complaints regarding this provision should not be filed with the Division of Human Rights or GOER.

## Diversity.

New York State is committed to a nondiscriminatory employment program designed to meet all the legal and ethical obligations of equal opportunity employment. Each department develops affirmative action policies and plans to ensure compliance with equal opportunity laws. To assist in building cooperative work environments, which welcome an increasingly diverse workforce, the Department of Civil Service Staffing Services Division, and courses on diversity in the workplace, are available to agencies through GOER. Contact your personnel office for more information about specific agency affirmative action policies and plans. Diversity training information is available under Training & Development on the GOER website at www.goer.ny.gov.

<sup>88</sup> Civil Service Law § 107.

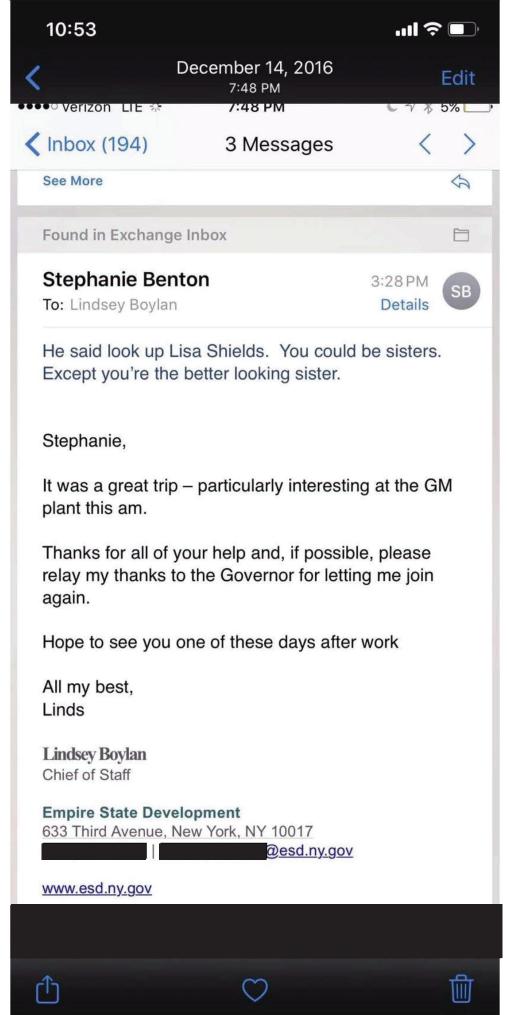
## NOTE

This Handbook has been prepared for the general information of State employees as a summary of the various federal and state laws, executive orders, and policies that provide protection from discrimination for State employees and comprises the anti-discrimination policy of the State of New York. Employees should also refer to specific laws and executive orders, together with any employee manual and policies of their employing agency for any additional policies and protections that may apply to them.

This Handbook does not grant any legal rights to any employee, nor is it intended to bind the State in any way. Where there is a conflict between any law, regulation, order, policy or collective bargaining agreement and the text of this Handbook, such law, regulation, order, policy or agreement shall be controlling.

The State reserves the right to revise, add to, or delete any portion of this Handbook at any time, in its sole discretion, without prior notice to employees. Moreover, this Handbook is not intended to, and does not create any right, contractual or otherwise, for any employee, not otherwise contained in the particular law or executive order the Handbook summarizes.

This Handbook has been written so as to not conflict with any collective bargaining agreement that the State has entered into with any union representing its unionized employees. If there is any conflict between this Handbook and any collective bargaining agreement, the provisions of the collective bargaining agreement will control. This Handbook shall not constitute a change in any existing term and condition of employment.



From: Stephanie Benton @exec.ny.gov> Sent: Tuesday, March 7, 2017 3:31:02 PM To: Boylan, Lindsey (ESD) Subject: RE: Girls Inc and the Gov Haha. Now you're in for a real treat! ----Original Message----From: Boylan, Lindsey (ESD) [mailto @esd.ny.gov Sent: Tuesday, March 07, 2017 3:30 PM To: Stephanie Benton < @exec.ny.gov> Subject: RE: Girls Inc and the Gov Sent one! Hope I did it right -- that was my first pin! ----Original Message----From: Stephanie Benton [mailto: @exec.ny.gov] Sent: Tuesday, March 07, 2017 1:53 PM To: Boylan, Lindsey (ESD) Subject: Re: Girls Inc and the Gov Redacted in original production Redacted-Sensitive :). You can feel free to pin Gov Personal Information He'll be very happy to hear from you. Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network. Original Message From: Boylan, Lindsey (ESD) Sent: Tuesday, March 7, 2017 1:50 PM To: Stephanie Benton Subject: Re: Girls Inc and the Gov Yes! I got one finally!! I wrote the pin down at my desk. I can send it to you when I'm back at office in hour if you want it. Sent from my iPhone > On Mar 7, 2017, at 1:46 PM, Stephanie Benton < @exec.ny.gov> wrote: > You got it gal! Did we already cover whether u have a blackberry? Do you? > Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network. > Original Message > From: Boylan, Lindsey (ESD) > Sent: Tuesday, March 7, 2017 1:35 PM



> To: Stephanie Benton

From:

Sent:

Subject:

I am excited to receive my first pin!

To:

Boylan, Lindsey (ESD)

Tuesday, March 7, 2017 4:18 PM EST

Benton, Stephanie (CHAMBER)

Re: Girls Inc and the Gov

> Subject: Girls Inc and the Gov
>
>
> Stephanie,
>
> I'm at the Girls Inc Annual Luncheon and had the opportunity to meet the DNC Finance Chair
was just emphatic in his love of GAMC when I told him about my job. Of course I had many good things to say as
well.
>
> I just wanted to pass this along in case he would like hearing it.
>
> Linds
>
> Sent from my iPhone
> IMPORTANT: This e-mail message and any attachments contain information intended for the exclusive use of the
individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged,
confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are
hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal
restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator
by telephone or e-mail (@esd.ny.gov) and delete the message. Thank you.
IMPORTANT: This e-mail message and any attachments contain information intended for the exclusive use of the
individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged,
confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal
restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator
by telephone or e-mail (@esd.ny.gov) and delete the message. Thank you.
IMPORTANT: This e-mail message and any attachments contain information intended for the exclusive use of the
individual(s) or entity to whom it is addressed and may contain information that is proprietary, privileged,
confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are
hereby notified that any viewing, copying, disclosure or distribution of this information may be subject to legal
restriction or sanction. Please immediately notify the sender by electronic mail or notify the System Administrator
by telephone or e-mail ( @esd.ny.gov) and delete the message. Thank you.
or c-man ( @csu.ny.gov) and defect the message. Thank you.

Start April 19, 2018 5:34:50 PM UTC Date End April 19, 2018 5:35:07 PM UTC Date Chat Stephanie Benton (IMessage)>, Annabel Walsh Accoun < i (Sms)>, Annabel Walsh < (Mms)>, Stephanie (Sms)>, Annabel Walsh < Benton < (IMessage)>, Stephanie Benton (Mms)>, Annabel Walsh >, Stephanie Benton < Stephanie Benton l (IMessage)> 17:34:50 I actually don't like Lindsey. (no sender information available) 17:35:07 Me either she's the worst

Start Date	September 3, 2018 7:40:06 PM UTC			
End Date	September 3, 2018 8:36:18 PM UTC			
Chat Accoun t	Stephanie Benton (IMessage)>, Annabel Walsh (Mms)>, Stephanie Benton (Sms)>, Annabel Walsh (Mms)>, Stephanie Benton (Mms)>, Annabel Walsh (Mms)>, Annabel Walsh (IMessage)>, Stephanie Benton (Mms)>, Annabel Walsh (Mms)>, Annabel Walsh (IMessage)>			
	S.		19:40:06	
		I dropped.	20:34:09	
		Still connected?	20:34:16	
		(no sender information available)		
		Want me to call hi	20:34:17	
		Yes	20:34:20	
		Stephanie Benton (IMessage)>		
	-		20:34:30	
		Sorry	20:35:18	
		(no sender information available)		
		No worries he's backed	20:35:39	
		Probably would have been more humane to end it	20:35:52	
	Stephanie Benton (IMessage)>			
		I want to call Lindsey and say you How do u not understand where we're coming from.	20:36:18	

Draft, privileged and confidential - Attorney Client Privileged Communication Intra-Agency Communication Memo to File

#### MEMORANDUM TO FILE

To:

Alphonso David, Counsel to the Governor

From:

Julia Pinover Kupiec, Assistant Counsel and Chamber Ethics Officer

Date:

September 26, 2018

Subject:

Employment Counseling for Lindsay Boylan

#### 1. Purpose

During the course of this counseling

session, Ms. Boylan tendered her resignation voluntarily.



1

Draft, privileged and confidential - Attorney Client Privileged Communication Intra-Agency Communication Memo to File















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From: Jill DesRosiers (owner)

To: Stephanie Benton; Annabel Walsh; Melissa

Derosa; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 10/17/18 08:41:11 PM

I'm happy to confront for kicks

From: Stephanie Benton

To:

Annabel Walsh;

Annabel Walsh;

Melissa Derosa: @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 10/17/18 08:42:21 PM

Agree on all!

From: Stephanie Benton

To:

Melissa Derosa @gmail.com Jill DesRosiers (owner)

Melissa Derosa @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 10/17/18 08:42:44 PM

She's a little Syracuse Lindsey Boylan

From: Jill DesRosiers (owner)

To:

Stephanie Benton; +

Annabel Walsh; +

Melissa

Derosa @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 10/17/18 08:43:12 PM

Yup

From: + Annabel Walsh

To:

Stephanie Benton;+

Stephanie Benton;+

Melissa Derosa @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 10/17/18 08:57:11 PM

She's ducking nuts

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:00:45 AM

Guess who said this?

"My Governor is a white man. My Mayor is a white man. My Council Speaker is a white man and as such, my current (and acting) public advocate is a white man. My Comptroller is a white man."

EXHIBIT 13

Melissa Derosa;+ Beth Garvey;+ Rick Azzopardi;+ Annabel Walsh;+
Peter Ajemian; @gmail.com Jill DesRosiers (owner) Jill DesRosiers (owner);+ Stephanie Benton;+1 To:

**TimeStamp:** 02/25/19 07:01:20 AM

 $Attachments: ~\//Library/SMS/Attachments/2c/12/B923E558-9AF8-4AFC-B916-8B4DBCCE8AF7/19CC56B0-A43C-4C4C-880F-1DAB90E0E53A.pluginPayloadAttachment (Automatical Conference of Conference$ 

 $https://medium.com/@lindseyboylan\_76992/an-open-letter-to-women-who-want-to-lead-145233d67455$ 

FOIL CONFIDENTIAL TREATMENT REQUESTED JD-NYAG0004558



From: + Melissa Derosa

+ Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:13:31 AM

I'm genuinely terrified of her

From: + Jill DesRosiers (owner)

Melissa Derosa;+ Rich Azzopardi;+ Annabel

To: Walsh;+ Stephanie Benton;+ Jim Malatras;+

Dani Lever;+ Robert Mujica;+ Beth Garvey;+

Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:14:13 AM

From the time I was a little girl, my mother always told me, "If you don't have a seat at the table, you are on the menu."

From: + Stephanie Benton

Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:14:23 AM

All you have to do is send an email or sign a petition.

From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:14:28 AM

Just stay perfectly still, she detects motion

From: + Stephanie Benton

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:15:06 AM

Wait, she graduated from college in 2006? No way.

From: + Melissa Derosa

+ Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:15:21 AM

She's younger than me???

 
 From:
 +
 Rich Azzopardi

 To:
 +
 Jill DesRosiers (ovner);+

 Robert Mujica;+
 Beh Garvey;+

 TimeStamp:
 02/25/19 07:15:42 AM
 Annabel Walsh: \_\_\_\_\_Stephanie Benton; \_\_\_\_\_Jim Malatras; - \_\_\_\_\_Dani Lever, - @gmail.ccm Jill DesRosiers (owner) Melissa Derosa;+ Peter Ajemian;

 $\square$ bio siren  $\square$ 

FOIL CONFIDENTIAL TREATMENT REQUESTED JD-NYAG0004566 From: + Melissa Derosa

+ Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:15:45 AM

Whatever she is doing, she's not aging well.

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:30:12 AM

Liked "From the time I was a little girl, my mother always told me, "If you don't have a seat at the table, you are on the menu.""

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:30:23 AM

Liked "Just stay perfectly still, she detects motion"

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 02/25/19 07:31:08 AM

I've called the proper mental health authorities on this very desperate cry for help.

From: + Melissa Derosa

To: | Jill DesRosiers (owner);+ | Rich Azzopardi;+ | Annabel Walsh;+ | Stephanie Benton;+ | Jim Malatras;+ | Dani | Dani | DesRosiers (owner)

TimeStamp: 04/20/19 06.17.34 PM

 $\textbf{Attachments:} \hspace{0.2cm} \sim \hspace{-0.2cm} \text{/Library/SMS/Attachments/d8/08/D2BA4FE9-367D-437B-9BF4-A76AE792D8CA/IMG\_1214.jpeg} \\ \hspace{0.2cm} \text{(Attachments)} \hspace{0.2cm} \text{(Attachment$ 

EXHIBIT 14

JD-NYAG0004577



From: Lindsey

Date: Thu, Feb 28, 2019 at 11:31 AM
Subject: Re: M.

Redacted in original production

I'm sorry you feel this way and I'm sorry that you feel it's necessry and appropriate to try and diminish and scare me in this way. It is not.

It's not why I'm running but a serious consideration for why I feel it's important now - to prevent a few people like you from swaying power over everything and everyone regardless of the democratic process.

It is good to know you will use your resourcses against me - it's unfortunate that some people who I have great respect for will try to diminish what I am about, who I am, and why I am doing this to begin with.

It's about my

On Thu, Feb 28, 2019 at 11:27 AM Redacted in original production wrote:

I was disappointed to read that you floated your name as a primary opponent to Jerry Nadler. It is a shame that you did not listen to me. Of course, I am totally behind Nadler. If you run, I seriously doubt you will reach the 11% level his last opponent did. And unfortunately you may have seriously impaired any realistic chance to run for the other offices you were considering.

To: Lever; Molisa Derosa; Melisa Derosa; Rich Azzopardi; Annabel Walsh; Stephanie Benton; Dani Deni Derosa; Beth Garvey; Peter Ajemian @gmail.com Jill DesRosiers (owner)

TimeStamp: 05/21/19 12:52:18 PM

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi,+ Annabel Walsh,+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

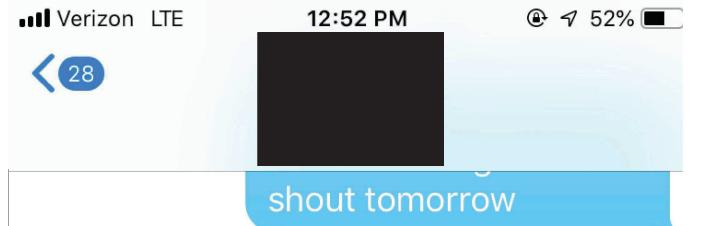
Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/21/19 12:53:29 PM

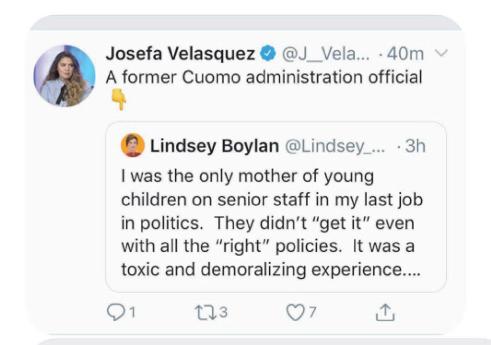
~/Library/SMS/Attachments/75/05/10EF363C-7785-4694-BA17-

Attachments: FBC635B6D8DD/FullSizeRender.jpg

She's winning lots of friends



## Today 12:39 PM



I just had to exercise restraint I haven't had since I left Afghanistan by not tagging you in a response to the moneybags who promised to help both and I and then ghosted us both.

From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/21/19 01:00:49 PM

Ha!

Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/22/19 12:31:25 PM

Malatras to Boylan: go fuck yourself.

From:

Melissa Derosa

+ Jill DesRosiers (owner);+ Rich Azzopardi;+

Annabel Walsh;+ Stephanie Benton;+ Jim

Melatrost

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:18:25 PM

?

To: Hollands Jill Berlon; Hollands Melissa Derosa; Hollands Melissa Der

TimeStamp: 05/23/19 12:26:27 PM

Attachments: ~/Library/SMS/Attachments/61/01/E90BBBD0-9CC7-4CF1-8178-DEA66C8C671C/IMG\_5616.gif

FOIL CONFIDENTIAL TREATMENT REQUESTED JD-NYAG0004661



+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:26:32 PM

She's changed what her tweet said

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:30:07 PM

I'm going to retweet my tweet without comment to drive her nuts

From: + Melissa Derosa

Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:31:58 PM

I just retweeted u

From: + Alphonso David

Jill DesRosiers (owner);+ Melissa Derosa;+

Rich Azzopardi;+ Annabel Walsh;+ Stephanie

To: Benton;+ Jim Malatras;+ Dani Lever;+ Robert

Mujica;+ Beth Garvey;+ Peter Ajemian @gmail.com

Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:54:33 PM

I can't keep track. Jim send me a screen shot of what is going on.

From: Stephanie Benton Melissa Derosa;+ Peter Ajemiar To: + Jill DesRosiers (owner);+
Robert Mujica;+ Beth Garvey;+
TimeStamp: 05/23/19 12:58:23 PM Rich Azzopardi; + Annabel Walsh; + Jim Malatras; + Dani Lever; + @gmail.com Jill DesRosiers (owner)

JD-NYAG0004667 FOIL CONFIDENTIAL TREATMENT REQUESTED

Stephanie Benton From:

> Jill DesRosiers (owner);+ Melissa Derosa;+

Annabel Walsh;+ Rich Azzopardi;+ Jim To:

Robert Mujica;+
@gmail.com Jill DesRosiers (owner) Beth Dani Lever;+ Malatras;+

Peter Ajemian; Garvey;+

TimeStamp: 05/23/19 12:58:31 PM

She asked for it!

From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To:

Annabel Walsh; +

Stephanie Benton; +

Jim

Pari I every +

Releast Medicated

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 12:58:59 PM

From: + Annabel Walsh

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:00:48 PM

~/Library/SMS/Attachments/25/05/E910F18C-1198-42BA-808B-

**Attachments:** 501334A7A795/IMG 0997.jpeg, ~/Library/SMS/Attachments/e2/02/117244C7-2E63-

410C-96C8-03FD621F1077/IMG 0998.jpeg

Alphonso you have a fantastic photo featured in this

being pregnant, &deciding when and if it was feasible to have children myself. When you've lived that experience, especially pregnancy, happy to have your insights. & when u no longer report 2 the 2nd floorhappy 2listen. #tonedeaf @jimmalatras

rno noto wao aboat boing a mothor,

### 🌆 Jim Malatras @jimmalatras · 1d

I saw someone Twitterbombing about family life on the 2nd Floor to get some attention for unrelated political purposes. That's their prerogative. Is working in the chamber tough? You bet. Long hours? Yes. It should be. But my son was often a welcomed part of it so I could serve.









#### Tweet your reply







#### **Tweet**



For the record, here is what I wrote, and I stand by it now and in the future. To anyone. Anywhere. Come at me.



#### Lindsey Boylan @Lindsey\_Boylan · 2d

I was the only mother of young children on senior staff in my last job in politics. They didn't "get it" even with all the "right" policies. It was a toxic and demoralizing experience. Now I run my own company full...

12:48 PM · 5/23/19 from Manhattan, NY · Twitter for iPhone

1 Like









Tweet your reply









From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To:

Annabel Walsh; + Stephanie Benton; + Jim

Nalestrast + Weilingt + Pari I every + Releast Medical + Releast Medical

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:01:14 PM

Correct

Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:08:29 PM

She's on a roll now. Dicker-esque

From:

+ Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:09:07 PM

Can't wait for her amazon reviews on the various weapons she's stockpiling

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:09:16 PM

Lol

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:09:39 PM

You think it's too much if I say Fred, is that you?

 
 From:
 + Rich Azzopardi

 To:
 Jill DesRosiers (owner); + Robert Mujica; + Beth Garvey; + Garvey; Melissa Derosa;+ Peter Ajemiar Annabel Walsh; + Stephanie Benton; + Jim Malatras; + Dani Lever; + @gmail.com Jill DesRosiers (owner)

She won't get it anyway

JD-NYAG0004678 FOIL CONFIDENTIAL TREATMENT REQUESTED

Jim Malatras From: Jill DesRosiers (owner);+ Melissa Derosa;+ Rich Azzopardi;+ Annabel Walsh;+ Stephanie To: Benton;+ Dani Lever;+ Robert Mujica;+ Beth Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner) TimeStamp: 05/23/19 01:10:46 PM

Yeah I think we just keep retweeting mine without comment. It's clearly driving her nuts.

Jim Malatras From:

Jill DesRosiers (owner);+ Melissa Derosa;+

Rich Azzopardi;+ Annabel Walsh;+ Stephanie To:

Benton;+ Dani Lever;+ Robert Mujica;+ Beth @gmail.com Jill DesRosiers (owner)

Garvey;+ Peter Ajemian;

TimeStamp: 05/23/19 01:11:51 PM

<sup>&</sup>quot;Come at me" ummm the places I could go with that... but I'm a matured president now.

From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:13:21 PM

(Redacted by Alphonso David)

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:13:36 PM

Lol

Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:48:19 PM

~/Library/SMS/Attachments/ac/12/4C6C5F9D-3D41-48CC-8911-

**Attachments:** A62B84025535/IMG 1103.PNG

Hey MDR— welcome to the party!



## **Tweet**



# Meanwhile, @jimmalatras @NYGovCuomo @melissadderosa

this is me doing mom things while being a boss. Something the admin did NOT help me do. End of message.



Tweet your reply









From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Annabel Walsh,+ Stephanie Benton,+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:49:24 PM

We re not a daycare

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

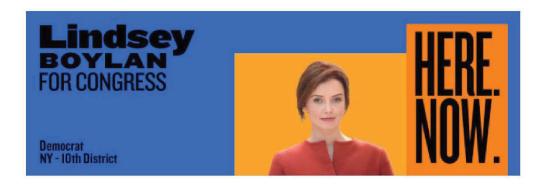
**TimeStamp:** 05/23/19 01:52:50 PM

~/Library/SMS/Attachments/99/09/5336B1BC-68B0-4B30-A550-

Attachments: 91DDDF92A29A/IMG 1106.PNG

This email makes sense now





Dear Jim,

Why is mental health one of the issues at the forefront of our campaign?

Because 1 in 5 people will be affected by mental illness in their lifetime.

Because my family, like countless others, has been affected by mental illness.

This month I was proud to stand with NAMIWalks NYC, the largest mental health event in the country, to show my support for the National Alliance on Mental Illness. Mental health care is an issue that touches











From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To:

Annabel Walsh; +

Stephanie Benton; +

Jim

Pari I every +

Releast Medicated

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:53:26 PM

Liked "This email makes sense now"

From: + Melissa Derosa

Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:58:40 PM

~/Library/SMS/Attachments/97/07/6D92F637-F589-4EE5-BBE2-

Attachments: A930E1C58797/Image-1.jpeg









## **Lindsey Boylan**

@Lindsey\_Boylan

Candidate for US Congress, NY-10. Democrat. Mama 2 #BossVivie. Wife 2 LeRoy. Govt & Biz Leader. New Yorker. #donutfan. #primarynadler

New York City, NY
S lindseyboylan.com

III Joined November 2016

4,959 Following 5,036 Followers



Followed by Dana Rubinstein, Josh Vlasto, Michael McAuliff, and 11 others

**Tweets** 

Tweets & replies

Media

Likes



Pinned Tweet



Lindsey Boylan @Lindsey\_Boylan · 5d We are asked if we are ready. We are informed it's not our time. We are pa on the back & told we will be taken c - our concerns will be tended to by men

Undo

#lindooyboylonforoo









From: + Melissa Derosa

Jill DesRosiers (owner);+ Rich Azzopardi;+

To:

Annabel Walsh; + Stephanie Benton; + Jim

Pari I swarr + Robert Mission + Robert Missi

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:59:32 PM

Guys she's

From: + Melissa Derosa

Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:59:37 PM

We should just ignore

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 05/23/19 01:59:55 PM

Yup

From: + Melissa Derosa

Jill DesRosiers (owner);+ Rich Azzopardi;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras; + Dani Lever; + Robert Mujica; + Beth

Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 07/08/19 09:18:49 PM

~/Library/SMS/Attachments/a9/09/9138D5D9-270F-43DD-9B58-

F1AC3EF51278/F860A71F-8EA5-44FE-AFF0-

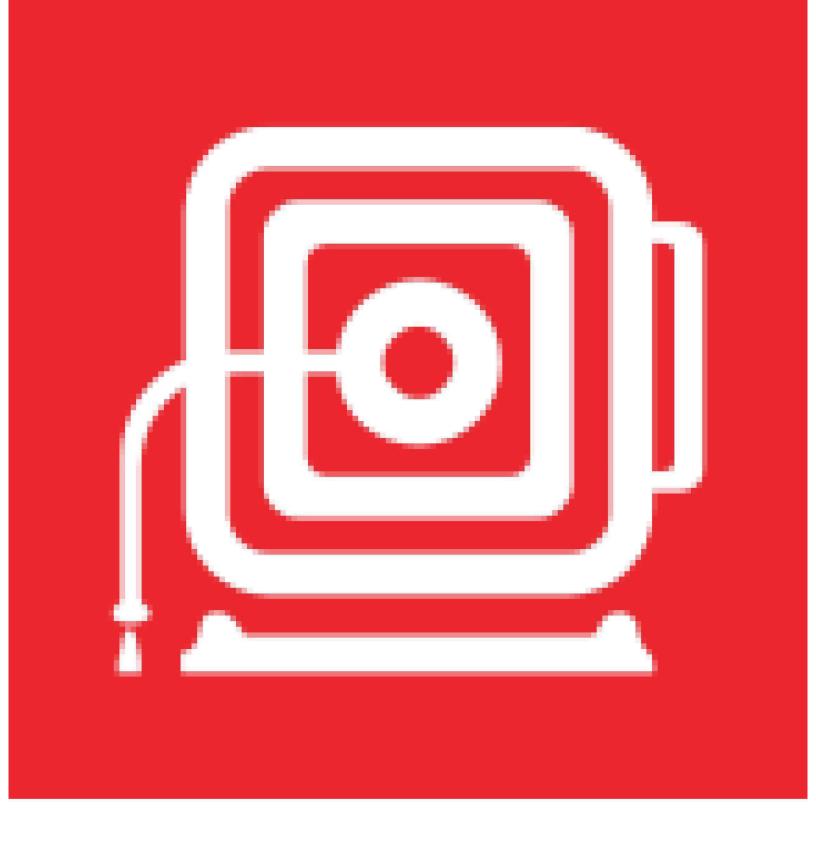
Attachments: F6ADCC0B4C37.pluginPayloadAttachment,

~/Library/SMS/Attachments/31/01/A32F516F-1EEF-47F3-ADB6-

111949F29C75/8A59B353-8B39-4596-B1F3-E8E88CFDD577.pluginPayloadAttachment

https://www.nydailynews.com/news/politics/ny-nadler-boylan-primary-challenger-woman-contender-liberal-manhattan-20190709-kmri6zj465dnxb4443miazqqoa-story.html

EXHIBIT 17





From: + Jim Malatras

+ Jil<u>l DesRosiers (owner);</u>+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 07/08/19 09:30:00 PM

My g-d.

From: + Rich Azzopardi

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Annabel Walsh;+ Stephanie Benton;+ Jim

Malatras;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 07/08/19 09:35:00 PM

Welp there goes whatever progress I've made this week

Stephanie Benton From: Jill DesRosiers (owner);+ Melissa Derosa;+ Rich Azzopardi;+ Annabel Walsh;+ Jim To: Robert Mujica;+ Beth Malatras;+ Dani Lever;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner) Garvey;+ TimeStamp: 07/08/19 10:44:48 PM

When do we release the nuclear crazy file? I'm ready to testify.

From:

+ Jim Malatras

+ Jill DesRosiers (owner);+ Melissa Derosa;+

Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth Garvey;+ Peter Ajemian @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 07/08/19 10:53:41 PM

Liked "When do we release the nuclear crazy file? I'm ready to testify."

From: + Jim Malatras

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Azzopardi;+ Annabel Walsh;+ Stephanie

Benton;+ Dani Lever;+ Robert Mujica;+ Beth

Garvey;+ Peter Ajemian; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 07/08/19 10:54:28 PM

~/Library/SMS/Attachments/da/10/D662215F-6E1B-4BAB-8B75-

Attachments: 5CF11EC9D7F3/IMG\_0845.gif



From: + Melissa Derosa

+ Jill DesRosiers (owner);+ Josh Vlasto;+ Rich

To: Stephanie Benton;+ Steve

Cohen @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 11/23/20 08:18:53 AM

Attachments: ~/Library/SMS/Attachments/b7/07/55CEBD98-9764-49CC-BE85-

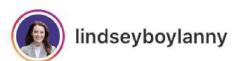
8621F4EE2FD4/IMG\_0595.jpeg

Which one of i is responsible for sending us this

EXHIBIT 18

View all 353 comments

21 hours ago





Lindsey Boylan 🧼 @LindseyBoylan

You know what would be the "single greatest economic boost that has been done in generations,"

# @NYGovCuomo?

Truly supporting caregiving, education, housing - literally anything related to people...which you hate.

Sincerely, your former economic development secretary.

Market Urbanism @MarketUrbanism · 3h

Andrew Cuomo calls the slower-than-the-bus LaGuardia AirTrain "the single greatest economic boost that has been done in generations" nypost.com/2020/11/22/cuo...









## 27 likes

lindseyboylanny cc: @nygovcuomo

View all 2 comments











From: + Josh Vlasto

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Bamberger;+ Stephanie Benton;+ Steve

Cohen; @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 11/23/20 08:21:25 AM

Attachments: ~/Library/SMS/Attachments/76/06/47A2301A-46BE-4AC2-B4AC-

F974E1E0493A/IMG\_6072.jpeg



From: + Melissa Derosa

+ Jill DesRosiers (owner);+ Josh Vlasto;+ Rich

To: Bamberger;+ Stephanie Benton;+ Steve

Cohen @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 11/23/20 08:21:56 AM

If turns out to be equally as I will actually hunt you down

From: + Rich Bamberger

To: + Jill DesRosiers (owner); + Melissa Derosa; + Josh Vlasto; + Stephanie Benton; + Steve Coher @gmail.com Jill DesRosiers (owner)

TimeStamp: 11/23/20 08:22:40 AM

She must of

FOIL CONFIDENTIAL TREATMENT REQUESTED JD-NYAG0004483

From: + Josh Vlasto

Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Bamberger;+ Stephanie Benton;+ Steve

Cohen @gmail.com Jill DesRosiers (owner)

**TimeStamp:** 11/23/20 08:22:53 AM

I think she's making some interesting points

From: + Josh Vlasto

+ Jill DesRosiers (owner);+ Melissa Derosa;+

To: Rich Bamberger;+ Stephanie Benton;+ Steve

Cohen; @gmail.com Jill DesRosiers (owner)

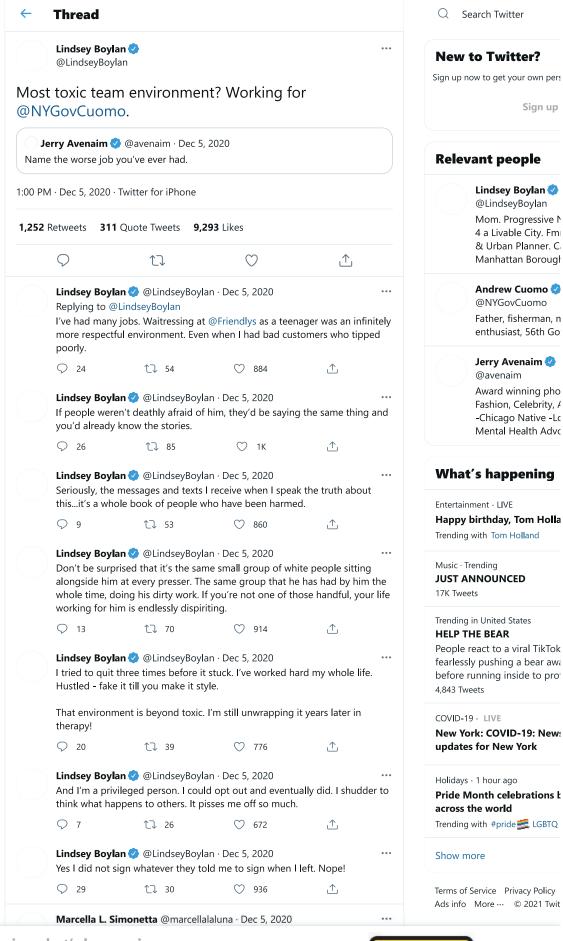
**TimeStamp:** 11/23/20 08:23:25 AM

At least things to think about for when she jumps in on 2022

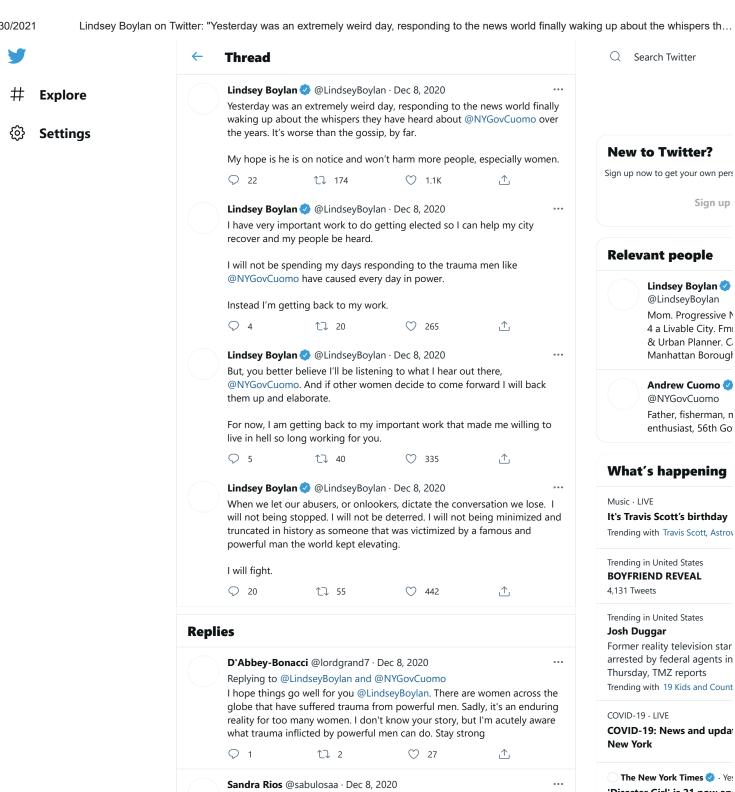


**Explore** 

Settings



Sign up



Replying to @LindseyBoylan and @NYGovCuomo ?????? unbelievable #StrongerTogether  $\bigcirc$ **↑**□. ₾ Roger @Roger2dot0 · Dec 8, 2020 Replying to @LindseyBoylan @es\_indivisible and @NYGovCuomo What are you talkin about?  $\bigcirc$ 17  $\bigcirc$  1 ₾

Sign up

@LindseyBoylan Mom. Progressive N 4 a Livable City, Fm & Urban Planner, C

Andrew Cuomo @NYGovCuomo Father, fisherman, n enthusiast, 56th Go

What's happening

Former reality television star arrested by federal agents in

'Disaster Girl' is 21 now and made \$500,000 off the mei

Show more

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Don't miss what's happening

View more replies

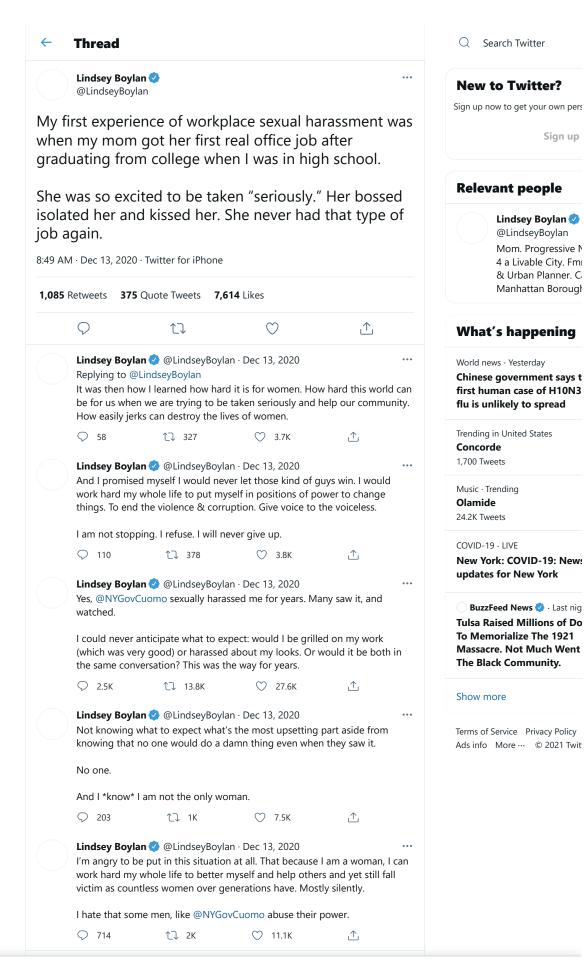
People on Twitter are the first to know.

Log in





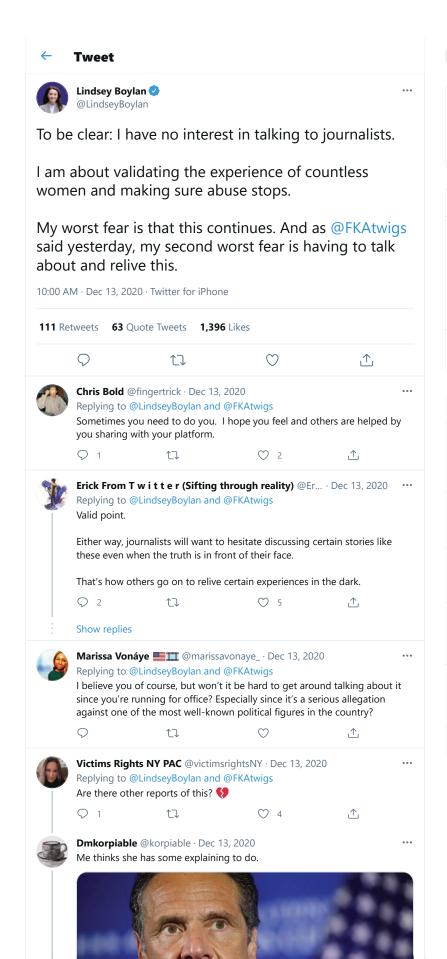














#### **New to Twitter?**

Sign up now to get your own pers

Sign up

#### Relevant people



Lindsey Boylan 📀 @LindseyBoylan

Mom. Progressive N Fighting 4 a Livable Govt Official & Urba Candidate 4 Manha (She/Her)



FKA twigs 📀 @FKAtwigs

### What's happening

Gaming · LIVE

#### Summer Game Fest 2021

Trending with Elden Ring, #SummerGameFest (

Video games · Trending

#### **Call of Duty**

27.6K Tweets

Video games · Trending

#### IT'S REAL

96.5K Tweets

COVID-19 · LIVE

New York: COVID-19: News updates for New York

The New York Ti... 🔮 · 2 hc Starbucks is running low or ingredients

Show more

Terms of Service Privacy Policy Ads info More ... © 2021 Twit From: "Linda Lacewell" @gmail.com>
Sent: Wed, 16 Dec 2020 11:31:00 -0500 (EST)

To: "Judith Mogul" @gmail.com>
Subject: Fwd: LAST



----- Forwarded message -----

From: **Stephanie Benton** @gmail.com>

Date: Wed, Dec 16, 2020 at 11:27 AM

Subject: LAST

To: Linda Lacewell @gmail.com>

We are former employees of Governor Cuomo's Office now working in other pursuits. We have served for a collective of over 20 years with the Governor. Dani Lever served as Director of Communications, Cathy Calhoun as State Director of Operations, and Alphonso David as Counsel. We have individually worked with Ms. Boylan and have been in the company of Ms. Boylan and the Governor on many occasions. Mr. David, as Counsel, was intimately involved in handling the Human Resources complaints against Ms. Boylan and her departure.

We are first and foremost aggressive supporters of civil rights and women's empowerment. We have spent years working to advance and legislate the most aggressive state laws in the nation to protect women. For that reason, we cannot stand by when a woman makes illegitimate accusations of harassment, as it diminishes the rights and claims of all women who are legitimate victims.

Ms. Boylan served as an advisor to the Governor for nine months while she was an employee and located at Empire State Development Agency. In those nine months there were no less than six complaints against Ms. Boylan. Six women made official complaints against Ms. Boylan, African American and white women, peers and subordinates. The official complaints stated Ms. Boylan was "rude", "treats them like children" and made them feel like a "punching bag", "degrading", "insulting", "harassing" and "a bully" and inappropriately fired a subordinate. The complaints caused the Empire State Development Authority, which was the entity that employed Ms. Boylan, to send a legal memo from its CEO and its Counsel, a woman, to Mr. David as Counsel to the Governor due to the severity of the accusations and ethical violations.

In response to the memo, Alphonso David met with Ms. Boylan with a female ethics counsel present, raised the complaints and suggested counseling for Ms. Boylan, at which point Ms. Boylan became irate and said she would consider quitting. She later that day announced she was quitting. However, several days later Ms. Boylan contacted Mr.

David and said she changed her mind and wanted to return to her position. Mr. David said that was not possible. Ms. Boylan then contacted the Governor's Office and said that she needed to talk to the Governor. The Governor was advised by Mr. David not to contact Ms. Boylan given the situation and did not.

We understand that Ms. Boylan may very well be upset about the complaints made against her, losing her position in the administration and having no contact with the Governor. That is to be expected, traumatic and sad.

However, as far as Ms. Boylan suggesting that the Governor made inappropriate comments about her looks, which she characterizes as sexual harassment is concerned, she abuses all legitimate victims. We know from direct experience, the nature of the Governor, and the interactions between the Governor and Ms. Boylan, as we were present for most of their interactions.

Ms. Boylan claims the Governor made comments "about her looks". Ironic given that Ms. Boylan referred to the Governor as "handsome", and told staff that she "loved" the Governor. As professional women, we observed her interaction with the Governor, as well as other male staff members, on many occasions, in public and private, and we believe Ms. Boylan's conduct was unprofessional and inappropriate intimate behavior: sitting on coworker's laps and kissing them in public in the presence of other coworkers. Even to the extent that she felt compelled to send multiple text messages to apologize to one male staff member, who was highly offended, the day following such behavior.

During the extensive ethics conversations with Counsel about Ms. Boylan's behavior and appropriateness and how she felt she was treated by other people, she never mentioned anything negative about the Governor's interaction. Indeed, Ms. Boylan never made any complaint about the Governor for two years, until now, two days after she filed to run for political office as Manhattan Borough President. In addition, she makes these accusations against the Governor with no backup whatsoever. Also coincidentally, her political campaign consultant is also a consultant to a political opponent of the Governor, Jumaane Williams, who has said he is considering running against the Governor. Ms. Boylan is supported by lawyers and financial backers of Donald Trump: an active opponent of the Governor. We understand from credible sources that female members on her campaign team were offended and actually quit when they heard she and her campaign planned to make such claims for purely political advantage.

The political retribution against the Governor by Ms. Boylan comes as no surprise and was directly forecasted by her. In March, during the height of the COVID crisis, the Governor issued an Executive Order truncating the petitioning period and reducing the number of signatures mandated to run for public office. The order effected every

political race in the state. However, Ms. Boylan assumed it was a personal attack on her and believed the change was not helpful for her candidacy for Congress challenging Congressman Nadler. Immediately thereafter, Ms. Boylan texted Robert Mujica, State Budget Director, "Absolutely not helpful please relay that while we are ok, I see what the point is here and I will find ways to respond. Life is Long. And so is my memory. And so are my resources." She texted Dani Lever, Director of Communications, at the same time. "Absolutely not helpful specific response to a tragedy but please relay that while we are ok, I see what the point is here and I will find ways to respond to the message. The future is coming after assholes." Ms. Boylan's political motivation against the Governor was clearly premediated and purposeful.

We are not naive. We understand politics, especially in the current environment, can be a nasty and dirty business. We know the Governor understands that one must endure the slings and arrows to be in the public arena. But it demeans all women when allegations of harassment are made for political or extortive purposes. We encourage all women to come forward with valid complaints of harassment but not to use our advances in achieving new laws for personal animus, political gain or purely notoriety. False claims question the veracity of credible claims.

The Governor always treated us and every woman with whom we saw him interact with respect. Indeed, Ms. Boylan was right when she tweeted six weeks before her departure, "I'm proud to work for a Governor who takes women seriously". And another tweet, 12 days before her departure, "So proud of my boss Andrew Cuomo and all of Team Cuomo". She was also right when she tweeted, after she left, "Governor Cuomo is the best choice for Governor".

It is sad that political opportunism takes precedence over true political aspirations for progressive public service and advances designed to protect women in the workplace can be abused for unethical purposes.

Message

@gmail.com] From: Annabel Walsh Annabel Walsh @gmail.com> @gmail.com] on behalf of

Sent: 12/17/2020 1:50:03 AM

To: Stephanie Benton @gmail.com]

Subject: Fwd:

----- Forwarded message ------

From: Annabel Walsh @gmail.com>

Date: Wed, Dec 16, 2020 at 8:47 PM

Subject: Re:

To: Melissa DeRosa @gmail.com>

below is the tom brokaw letter.

I think that there are MANY, MANY people that would sign on to a letter talking about how incredible he is and how empowered they felt by him etc, I really think that is a much more powerful message that people would be (legally and otherwise) okay signing onto - I will gush forever. Attacking her isn't going to be signed onto by anyone and personally feels like the opposite of useful.

and you have all of this in your back pocket if necessary

### Subject: Letter on Tom Brokaw

As professional women, we fully endorse the conversation around abuse of power in the workplace. In the context of that conversation, we would like to share our perspectives on working with Tom Brokaw. We are current and former colleagues of Tom's, who have worked with him over a period spanning four decades. We are producers, correspondents, anchors, directors, executives, researchers, personal assistants, editors and technical staff.

Tom has treated each of us with fairness and respect. He has given each of us opportunities for advancement and championed our successes throughout our careers. As we have advanced across industries — news, publishing, law, business and government — Tom has been a valued source of counsel and support. We know him to be a man of tremendous decency and integrity. Signed,

Susanna Aaron Anne Binford Allen Heather Allan Marilyn Altman Liz Bowyer

Mary Casalino

Christine Colvin Casper

Martha Cotton

Karen Curry

Sara Cusimano

Helene Darvick

Linda Ellman

Judy Farinet

Dianne Festa

Tammy Fine

Mary Laurence Flynn



Susan Friedman

Soraya Gage

Maralyn Gelefsky

Cheryl Gould

Erika Beck Grothues

Colleen Halpin

Jody Henenfeld

Susan Morris Holey

Julie Holstein

Julie Huang

Peggy Hubble

Kiko Itasaka

Nancy Jacoby

Kat Keeney

Ann Kolbell

Audrey Beles Kolina

Susan LaSalla

Rachel Maddow

Donna Mastrangelo-Ryan

Andrea Mitchell

Mauri Moore

Frieda Morris

Elena Nachmanoff

Michele Neubert

Kelly O'Donnell

Bonnie Optekman

Mary Alice O'Rourke

Nancy Doyle Palmer

Polly Powell

Meaghan Rady

Elizabeth Vaughan Romaine

Amy Rosenberg

Stephanie Ruhle

Bita Ryan

Ruby Shamir

Maria Shriver

Robin Skolnick

Andrea Smith

Patricia Sullivan

Clare Duffy Swift

Yuka Tachibana

Bambi Tascarella

Zoya Taylor

Dee Dee Thomas

Anne Thompson

Kelly Venardos

Kristen Welker

Carolyn Wheatley

Mary Wolf

On Wed, Dec 16, 2020 at 8:36 PM Annabel Walsh @gmail.com> wrote:

I know you know all of this and i love you and it's going to be okay.

1) don't do this (but i get it)

- 2) let this story die
- 3) why give her this insanely amazing platform, if i am running for office this is the best thing that has ever happened to me
- 4) do the tom brokaw letter if you have to do anythign

We are former senior staff members of Governor Andrew Cuomo's Office.

We are writing in response to the claims made on twitter by Lindsay Boylan. We do so reluctantly. Each of us is a longtime and active supporter of civil rights and women's engagement. We believe women must be heard and that allegations of workforce misconduct must be taken seriously. However, when an accusation is unfounded and seemingly launched to gain a political advantage, standing by silently is not an option. To do otherwise, risks delegitimizing the rights of survivors of workplace abuse.

And, while we are fully aware of the all too frequent phenomenon where those who are subject to abuse do not come forward and even deny the abuse they have endured, we think it is significant to note that Ms. Boylan only began raising complaints about her experience last year when she launched a Congressional campaign. And even then, she only complained that the Governor's Office was an abusive environment (there are a lot of people that will combat this, why bring it up – it will ignite a bunch of people on the sidelines we don't need to bring in - an assertion we dispute), the claim of sexual harassment for inappropriate comments was never mentioned. Indeed, the accusation did not occur until two days after she launched a new campaign for Manhattan Borough President.

In March, during the height of the COVID crisis, the Governor issued an Executive Order truncating the petitioning period and reducing the number of signatures mandated to run for public office. The order effected – affected – every political race in the state. However, Ms. Boylan assumed it was a personal attack on her and believed the change was not helpful for her candidacy for Congress. Immediately thereafter, Ms. Boylan texted Robert Mujica – let's be real – is bringing him up in this a good idea?, State Budget Director, "Absolutely not helpful please relay that while we are ok, I see what the point is here and I will find ways to respond. Life is Long. And so is my memory. And so are my resources." She texted Dani Lever, Director of Communications, at the same time. "Absolutely not helpful specific response to a tragedy but please relay that while we are ok, I see what the point is here and I will find ways to respond to the message. The future is coming after assholes." Ms. Boylan's political motivation against the Governor was clearly premediated and purposeful.

Ms. Boylan is supported by lawyers and financial backers of Donald Trump: an active opponent of the Governor. We understand from credible sources that female members on Ms. Boylan's campaign team were offended and actually quit when they heard she and her campaign planned to make such claims for purely political advantage. – if I was running, I would be PSYCHED TO HAVE THIS and talk about bachelor party and

We each know Ms. Boylan personally; we served with her when she was an advisor to the Governor both in the Governor's Office and at Empire State Development Authority. It is likely that almost every interaction between the Governor and Ms. Boylan took place in either our presence or the presence of another Senior Staff member. Indeed, Ms. Boylan says as much herself. What we witnessed was a forceful and demanding Chief Executive requiring his staff do their best at all times. It was challenging work and at times it was hard both for men and women. In other words, it is what you would expect in a high-pressure environment where the accomplishments matter and failures THAT HAVE ACTUALLY SERIOUS FUCKING CONSEQUENCES BC THIS IS A REAL JOB - have consequences for 19 million new yorkers. It isn't for everyone. What we did not see was any kind of sexual harassment suggested by Ms. Boylan's summary and unsubstantiated assertion.

Unfortunately, we are also aware that during Ms. Boylan's relatively brief tenure – 2 years is not thaaaat brief, no less than six complaints were raised about her conduct. The complaints came from peers and subordinates, from men and women. We are not here to castigate – this entire thing is castigating her- Ms. Boylan. But it is relevant to assessing Ms. Boylan's claim, to understand that she left State employment after being formally confronted by repeated official complaints that she "treats [subordinates] like children" and made them feel like a "punching bag", was "degrading", "insulting", and "harassing". As a consequence of inappropriately firing a subordinate, Ms. Boylan was formally counseled about her conduct by Mr. David. In response, Ms. Boylan resigned. Several days later Ms. Boylan contacted Mr. David and said she changed her mind and wanted to return to her position. Mr. David said that was not possible. Ms. Boylan attempted to contact the Governor, but Mr. David advised the Governor to not discuss the situation with Ms. Boylan as the complaints were outstanding.

Ms. Boylan suggests the Governor made comments about her looks. This is ironic because we know Ms. Boylan referred to the Governor as "handsome" and said she

"loved" him to staff; which we do believe were inappropriate comments. - like why this is just attacking

During her tenure, at the time of her departure and after her departure, no complaint – formal or informal – was ever raised about the Governor. In fact, Ms. Boylan praised the Governor and the staff for his work and accomplishments. Ms. Boylan tweeted six weeks before her departure, "I'm proud to work for a Governor who takes women seriously". And another tweet, 12 days before her departure, "So proud of my boss Andrew Cuomo and all of Team Cuomo". She also tweeted, after she left, "Governor Cuomo is the best choice for Governor".

We are not naive. We understand politics, especially in the current environment, can be a nasty and dirty business. We know the Governor understands that one must endure the slings and arrows to be in the public arena. But it demeans all women when allegations of harassment are made for political or extortive purposes.

We encourage all women to come forward with valid complaints of harassment. But weaponizing a claim of sexual harassment for personal political gain or to achieve notoriety cannot be tolerated. False claims demean the veracity of credible claims.

On Wed, Dec 16, 2020 at 6:20 PM Melissa DeRosa @gmail.com wrote:

We are former senior staff members of Governor Andrew Cuomo's Office.

We are writing in response to the claims made on twitter by Lindsay Boylan. We do so reluctantly. Each of us is a longtime and active supporter of civil rights and women's engagement. We believe women must be heard and that allegations of workforce misconduct must be taken seriously. However, when an accusation is unfounded and seemingly launched to gain a political advantage, standing by silently is not an option. To do otherwise, risks delegitimizing the rights of survivors of workplace abuse.

And, while we are fully aware of the all too frequent phenomenon where those who are subject to abuse do not come forward and even deny the abuse they have endured, we think it is significant to note that Ms. Boylan only began raising complaints about her experience last year when she launched a Congressional campaign. And even then, she only complained that the Governor's Office was an abusive environment (an assertion we dispute), the claim of sexual harassment for

inappropriate comments was never mentioned. Indeed, the accusation did not occur until two days after she launched a new campaign for Manhattan Borough President.

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We each know Ms. Boylan personally; we served with her when she was an advisor to the Governor both in the Governor's Office and at Empire State Development Authority. It is likely that almost every interaction between the Governor and Ms. Boylan took place in either our presence or the presence of another Senior Staff member. Indeed, Ms. Boylan says as much herself. What we witnessed was a forceful and demanding Chief Executive requiring his staff do their best at all times. It was challenging work and at times it was hard both for men and women. In other words, it is what you would expect in a high-pressure environment where the accomplishments matter and failures have consequences. It isn't for everyone. What we did not see was any kind of sexual harassment suggested by Ms. Boylan's summary and unsubstantiated assertion.

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We encourage all women to come forward with valid complaints of harassment. But weaponizing a claim of sexual harassment for personal political gain or to achieve notoriety cannot be tolerated. False claims demean the veracity of credible claims.

# Instant Messages (26)

#	From	То	Body	Timestamp-
1	+ Alphonso David	+ Linda Lacewell (owner) - Read: 12/17/2020 3:37:53 PM(UTC-5) + Melissa DeRosa + Steve Cohen @gmail.com Linda Lacewell (owner)	Connected with my counsel and as the company's spokeswoman they prefer I not sign on. Let me know if there is any other way I can be helpful.  Sorry this didn't work out.	12/17/2020
2	+ Alphonso David	+ Linda Lacewell (owner) - Read: 12/17/2020 3:37:53 PM(UTC-5) + Melissa DeRosa + Steve Cohen @gmail.com Linda Lacewell (owner)	Would still focus on the strategy. Can cross this bridge more later.	12/17/2020
3	+ Alphonso David	+ Linda Lacewell (owner) - Read: 12/17/2020 5:25:09 PM(UTC-5) + Melissa DeRosa + Steve Cohen @gmail.com Linda Lacewell (owner)	Call me together.	12/17/2020
4	+ Linda Lacewell	+ Alphonso David + Melissa DeRosa + Steve Cohen @gmail.com Linda Lacewell (owner)	She is sending dial in	12/17/2020
5	+ Alphonso David	Linda Lacewell (owner) - Read: 12/17/2020 5:31:50 PM(UTC-5)  Helissa DeRosa Steve Cohen  @gmail.com Linda Lacewell (owner)	Ok. Let's do dial in.	12/17/2020
	+ Melissa DeRosa	+ Linda Lacewell (owner) - Read: 12/17/2020 5:32:04 PM(UTC-5) + Alphonso David + Steve Cohen @gmail.com Linda Lacewell (owner)	Steph is sending	12/17/2020
7	+ Melissa DeRosa	+ Linda Lacewell (owner)  + Alphonso David + Steve Cohen  @gmail.com Linda Lacewell (owner)		12/17/2020

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	+ Stephanie Benton	+ Linda Lacewell (owner) - Read: 12/18/2020 11:13:20 AM(UTC-5)	and both raised why no men on sign on.	12/18/2020
8		+ Alphonso David + Judith Mogul @gmail.com Linda Lacewell (owner)		
	+ Linda Lacewell	+ Stephanie Benton + Alphonso David + Judith Mogul @gmail.com Linda Lacewell (owner)	Ok	12/18/2020
9				
	+ Stephanie Benton	+ Linda Lacewell (owner) - Read: 12/18/2020 11:24:14 AM(UTC-5) + Alphonso David + Judith Mogul	Who can help make these calls. Really hard for me while with him.	12/18/2020
10		@gmail.com Linda Lacewell (owner)		
	+ Linda Lacewell	+ Stephanie Benton + Alphonso David + Judith Mogul  @gmail.com Linda Lacewell	Fonz about to call me	12/18/2020
11		(owner)		
	+ Linda Lacewell	+ Stephanie Benton - Delivered:12/18/2020 12:49:14 PM(UTC-5) @gmail.com Linda Lacewell	is "pending work" also	12/18/2020
<u>12</u>	+	(owner) + Linda Lacewell (owner)	Kk	12/18/2020
	Stephanie Benton	- Read: 12/18/2020 12:50:18 PM(UTC- 5) @gmail.com Linda Lacewell		12/10/2020
<u>13</u>	+ Linda Lacewell	(owner) + Stephanie Benton - Delivered:12/18/2020 12:53:18 PM(UTC-5) @gmail.com Linda Lacewell	Fonz calling:	12/18/2020
14		(owner)		
	+ Linda Lacewell	+ Stephanie Benton - Delivered:12/18/2020 12:53:27 PM(UTC-5) @gmail.com Linda Lacewell	Put my name by Dani	12/18/2020
<u>15</u>		(owner)		

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Stephanie Benton - Delivered:12/21/2020 1:40:15 PM(UTC-5)  @gmail.com Linda Lacewell (owner)  *** Alphonso David - Delivered:12/18/2020 9:02:44 AM(UTC-5)  @gmail.com Linda Lacewell (owner)  *** Alphonso David - Delivered:12/18/2020 9:09:55 AM(UTC-5)  #** Alphonso David - Delivered:12/18/2020 9:09:55 AM(UTC-5)  @gmail.com Linda Lacewell  #** Alphonso David - Delivered:12/18/2020 9:09:55 AM(UTC-5)  @gmail.com Linda Lacewell  #** Alphonso David - Delivered:12/18/2020 9:09:55 AM(UTC-5)  @gmail.com Linda Lacewell		+ Linda Lacewell	+ Stephanie Benton - Delivered:12/18/2020 5:21:24 PM(UTC-5)  @gmail.com Linda Lacewell	Also had wrong number for	12/18/2020
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			Di	10/10/0000
24	tinda Lacewell	+ Alphonso David - Delivered:12/18/2020 3:24:06 PM(UTC- 5)	Plz Lmk any updates thx	12/18/2020
25	+ Linda Lacewell	Linda Lacewell (owner) - Read: 12/18/2020 9:02:12 AM(UTC-5)  @gmail.com Linda Lacewell (owner)	We all worked for Governor Cuomo directly. His motto wa Performance Integrity Pride, we work for the people. He has always been true to that pledge. He is strong tough respectful inclusive and effective. He showed the teams capacity with a long record of accomplishments and the world sw it in the teams product during covid. We are all glad and proud to have served him and the people of the state.	12/18/2020
	tinda Lacewell	Linda Lacewell - Delivered:3/6/2021 2:32:08 PM(UTC-5)  @gmail.com Linda Lacewell (owner)	In response to Ms. Reade's allegation, Kate Bedingfield, a deputy Biden campaign manager, said in a statement: "Vice President Biden has dedicated his public life to changing the culture and the laws around violence against women. He authored and fought for the passage and reauthorization of the landmark Violence Against Women Act. He firmly believes that women have a right to be heard — and heard respectfully. Such claims should also be diligently reviewed by an independent press. What is clear about this claim: It is untrue. This absolutely did not happen."	3/6/2021
<u>26</u>				

Confidential - FOIL Exempt LL\_AG\_04975

From: Stephanie Benton

Sent: Friday, December 18, 2020 9:22 AM

To: Linda A Lacewell (dfs.ny.gov); Alphonso David

**Subject:** RE: Privileged Confidential

I'm gonna do a real list so we can track who is calling whom and their agreement to sign

From: Lacewell, Linda A (DFS) @dfs.ny.gov>

Sent: Friday, December 18, 2020 9:18 AM

**To:** Stephanie Benton @exec.ny.gov>; Alphonso David

@hotmail.com> **Subject:** Re: Privileged Confidential

also I got



From: Lacewell, Linda A (DFS) < @dfs.ny.gov>

Sent: Friday, December 18, 2020 9:09 AM

**To:** Benton, Stephanie (CHAMBER) < @exec.ny.gov>; Alphonso David

@hotmail.com>
Subject: Re: Privileged Confidential

Fonz let us know who you take to call

I have signoff from



From: Lacewell, Linda A (DFS)

Sent: Friday, December 18, 2020 4:37 AM

To: Benton, Stephanie (CHAMBER) <a href="mailto:@exec.ny.gov">@exec.ny.gov</a>>

Cc: DeRosa, Melissa (CHAMBER) @exec.ny.gov>

Subject: Re: Privileged Confidential





We have lots more on the original list you did with Judy

Sent from my iPhone

On Dec 17, 2020, at 9:53 PM, Stephanie Benton

<a href="mailto:weeken.ny.gov"> wrote:</a>



Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network

From: Stephanie Benton

Sent: Thursday, December 17, 2020 9:43 PM

**To:** Linda A Lacewell (dfs.ny.gov)

Cc: Melissa DeRosa

**Subject:** Privileged Confidential

So this is progress. How do we get him 50 plus names. Would be great to keep his mind on this path and would be real shot in the arm if we can get him names in am.





And I want to put eyes on stupid list again to grab more of the kids. But I can't right now. I just can't.

Send to linda tell her ask 50 names to sign the following letter. "We all worked for Governor Cuomo directly. His motto wa Performance Integrity Pride, we

work for the people. He has always been true to that pledge. He is strong tough respectful inclusive and effective. He showed the teams capacity with a long record of accomplishments and the world sw it in the teams product during covid. We are all glad and proud to have served him and the people of the state.

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network

To Be Called	Person Calling
	Linda
	Linda
	Stank
	Steph Steph
	эсерп
	Linda
	Linda
	Linda
	Steph
	Linda
	Linda
	Steph
	otepii
	Steph
	tion de
	Linda
	Linda



Steph

Steph Steph

Yes or No		
Y Y		
Y pending work		
Y Y		
Y Y		
Υ		
Υ		
Y		
Y pending work		
Υ		
Υ		
Υ		
Υ		

From: Stephanie Benton

Sent: Friday, December 18, 2020 10:35 AM
To: Linda A Lacewell (dfs.ny.gov); Alphonso David

**Subject:** Privileged Confidential

Update

From: Stephanie Benton

Sent: Friday, December 18, 2020 11:07 AM
To: Linda A Lacewell (dfs.ny.gov); Alphonso David

**Subject:** Privileged Confidential

To Be Called	Person Calling
	Linda
	Linda Linda
	Linua
	Steph
	Steph
	t in de
	Linda
	Linda Linda
	Steph
	эсерп
	Linda
	Linda
	Steph
	Steph
	Steph
	Steph
	Steph
	Linda
	Linda
	Linda



Steph

Steph Steph

Yes or No		
Y Y		
Y pending work		
Y Y		
Y Y Y		
Y Y pending work		
Υ		
Υ		
Υ		
Y Y		
Υ		
Υ		

From: Stephanie Benton

Sent: Friday, December 18, 2020 12:39 PM

To: Linda A Lacewell (dfs.ny.gov); Alphonso David

**Subject:** Privileged Confidential

To Be Called Linda Steph Steph Steph Steph Steph Steph Steph Linda Steph Steph Steph Linda Steph

Person Calling

Linda

Alphonso Alphonso Alphonso

Steph

Linda

Linda

Linda

Steph

Linda

Linda

Steph

Alphonso

Steph

Steph

Alphonso

Alphonso

Steph



Steph

Steph Steph Yes or No Υ Υ Y pending work Υ Υ Υ Υ Υ Υ Y pending work Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ Υ

– Dani

– Steph



Stephanie Benton < @gmail.com>

## **Boylan**

2 messages

Vielkind, Jimmy @wsj.com>
To: @gmail.com

Wed, Feb 24, 2021 at 3:15 PM

Hi Stephanie --

I'm writing about the accusations made by Lindsey Boylan against the governor. She says that in 2018, the governor kissed her after a meeting, and she then walked by your desk. Did you remember the day in question? Did you see the governor kiss Lindsey?

Also, Lindsey shared a picture of an email that you sent her in December of 2016. It appears to relay a message from the governor about a woman named Lisa Shields. Who is Lisa Shields, and what did you mean by that email?

I'm at Just wanted to let you add or subtract, on record or off, from what got put out there.

Thanks, Jimmy

THE WALL STREET JOURNAL.
Jimmy Vielkind, reporter
, Albany

, New York , Mobile @wsj.com

@JimmyVielkind

Stephanie Benton | @gmail.com | @gmail.com | To: Peter Ajemian | @gmail.com | @gmail.com | Rich Azzopardi |

Wed, Feb 24, 2021 at 3:18 PM

@gmail.com>

----- Forwarded message -----

From: Vielkind, Jimmy @wsj.com>

Date: Wed, Feb 24, 2021 at 3:15 PM

Subject: Boylan

To: < @gmail.com>

Hi Stephanie --

I'm writing about the accusations made by Lindsey Boylan against the governor. She says that in 2018, the governor kissed her after a meeting, and she then walked by your desk. Did you remember the day in question? Did you see the governor kiss Lindsey?

Also, Lindsey shared a picture of an email that you sent her in December of 2016. It appears to relay a message from the governor about a woman named Lisa Shields. Who is Lisa Shields, and what did you mean by that email?

I'm at Just wanted to let you add or subtract, on record or off, from what got put out there.

Thanks, Jimmy

THE WALL STREET JOURNAL.
Jimmy Vielkind, reporter

25

CONFIDENTIAL SB\_AG\_000639



CONFIDENTIAL SB\_AG\_000640

Chat #	From	То	Body	Timestamp: Time
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	liked  Charlotte Bennett @_char_bennet For those wondering what it's like to @LindseyBoylan's story.  Lindsey Boylan @ @LindseyB Today I am telling my story. I neve experience working in the Cuomo in hopes that it may make it easier medium.com/@lindseyboylan  12 9  Jake Adler and Stu Laver liked	2/25/2021 1:38:35 AM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	"Allegations of inappropriate behavior in any workplace are deeply troubling and should be addressed. We call on the Cuomo administration to conduct a full and independent investigation into these claims immediately."	2/25/2021 5:15:00 PM(UTC+0)
26	+ Melissa DeRosa	·	I just Tried him	2/25/2021 5:15:11 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	To tell him	2/25/2021 5:15:14 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	This is as watered down as they will go	2/25/2021 5:15:23 PM(UTC+0)
26	+ Melissa DeRosa	·	I can't stop it	2/25/2021 5:15:39 PM(UTC+0)
26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Who from?	2/25/2021 5:19:30 PM(UTC+0)

26	+	+ Stephanie	l just did it w him	2/25/2021 5:19:38
	Melissa DeRosa	Benton + Melissa DeRosa (owner)		PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	K	2/25/2021 5:19:43 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	KH000027_0006234.m4a	2/26/2021 11:30:10 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner) DeRosa (owner)	R11000027_0000254.1114a	2/27/2021 2:58:52 AM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	8:41ILTE IFO  (no subject) > Inbox	2/28/2021 1:57:06 AM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Lindsey C. Boylan 8:20 PM to me  You could have been a decent person. You were not. You have no integrity Lindsey Boylan Instagram: here Twitter: here Linkedin: here  I think that's for the lawyers.	2/28/2021 4:28:08 AM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	He asked me to tell you when Karen's email came in. 12/26/19	3/6/2021 3:14:45 AM(UTC+0)
		, ,		

26	+ Melissa DeRosa	+ Stephanie	ail Yorkson CTE Scale Pass	3/8/2021 8:08:16
	IVIEIISSA DEROSA	+ Melissa DeRosa (owner)	Treday story that  Are arry of these taken by Gov's	PM(UTC+0)
			office photographers.  [2 On the Floor page? The Daily News can only use pictures with the photographer's permission.	
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)		3/8/2021 8:08:35 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)		3/8/2021 8:08:38 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)		3/8/2021 8:08:42 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	TO B J.P. L. Sandard and the state of the st	3/8/2021 8:08:46 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)		3/8/2021 8:08:48 PM(UTC+0)

26	+ Melissa DeRosa	•	Can u check for me fast	3/8/2021 8:10:37 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	will run them	3/8/2021 8:10:43 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	K	3/8/2021 8:11:28 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Are we ok posting them now if they are not public yet?	3/8/2021 8:14:39 PM(UTC+0)
26	+ Melissa DeRosa		We can't now if they weren't already	3/8/2021 8:14:53 PM(UTC+0)
26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Be back on two shakes of a lambs tail	3/8/2021 8:20:24 PM(UTC+0)
26	Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Second Q, in lieu of Flickr can photog give approval now?	3/8/2021 8:28:33 PM(UTC+0)

26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/28984854544/	3/8/2021 8:29:26 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/35925628504/in/album- 72157687888911896/	3/8/2021 8:29:36 PM(UTC+0)
26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/32715522670/in/photolist-9vRjrV- 9vRMot-R934EA-JNNvWk-JSGNWq-9vUqPC- RR36no-RQXB6G-SqP55R-9vRh4e-Q6nQ54- SqP1zK-9vRcAB-SqP2Yr-RbMyT6-Q6nYg4- RR34Vq-SqLoUk-Q6o3kg-Q3zaAq-R9qZGM- Sn4qfh-Sn8kZq-RR321h-RbHM34-RbGPtt- SbX7Tw-R97w6U-R97vpd-Sn36Vd-SbVHyh- SevPHR-SbYbAj-R922zf-RQX9tJ-SbVG6Y-R91Zy1- SevR1F-SbVJEA-SqNZQZ-R96VEj-2j4Q2FX- c4LSw5-99M9NG-99M9Ko-99M9uY-99M7iG- 99HYjp-99M4H3-99HUYt/	3/8/2021 8:29:49 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/44405356002/in/album- 72157695106956470/	3/8/2021 8:30:01 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/48995736672/	3/8/2021 8:33:18 PM(UTC+0)

26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/43293415155/	3/8/2021 8:39:02 PM(UTC+0)
26	+ Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	https://www.flickr.com/photos/governorandre wcuomo/48964153457/	3/8/2021 8:39:12 PM(UTC+0)
26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	I'm sending u more from Flickr	3/8/2021 8:46:40 PM(UTC+0)
26	t Stephanie Benton	+ Melissa DeRosa (owner) + Melissa DeRosa (owner)	Emailed more. Still going thru	3/8/2021 8:57:52 PM(UTC+0)
26	+ Melissa DeRosa	+ Stephanie Benton + Melissa DeRosa (owner)	Got all TY	3/8/2021 9:01:21 PM(UTC+0)



Stephanie Benton @gmail.com>

## Fwd: Q's to practice

1 message

Melissa DeRosa @gmail.com>
To: Stephanie Benton @gmail.com>

Thu, Feb 25, 2021 at 11:41 AM

### Q's

Did you forcibly kiss Ms Boylan?

Did you touch her legs/arms/torso?

Did you tell her you wanted to play strip poker?

Did you say that she looked like a better looking version of your ex girlfriend?

Did you call her Lisa?

Do you think it's appropriate that you compared a female staffer to an ex-girlfriend of yours?

Did you make unflattering comments about the weight of female staffers? Did you bring up their romantic relationships and significant others?

Have you ever had inappropriate relationships with women on your staff?

Do you think other women will come forward?

Do you have regrets about the language you have used toward women in the workplace?

You have a long history of saying inappropriate things to women, like the time you repeatedly told a young female TV reporter that you wanted to see her "eat the whole sausage." Do you believe those comments were acceptable?

EXHIBIT 27

CONFIDENTIAL SB\_AG\_000638

Message

From: Melissa DeRosa @exec.ny.gov]

Sent: 2/26/2021 12:32:21 AM

To: Stephanie Benton @exec.ny.gov]; Judith Mogul @exec.ny.gov];

Josh Vlasto @gmail.com]; Jefrey Pollock @globalstrategygroup.com];

Lis Smith ; Dani Lever @gmail.com]; Linda A Lacewell (dfs.ny.gov) @dfs.ny.gov]; Steven Cohen (esd.ny.gov) @esd.ny.gov]; Peter Ajemian @exec.ny.gov]; Richard Azzopardi [ @exec.ny.gov]; Maggie Moran

[/o=ExchangeLabs/ou=Exchange Administrative Group

(FYDIBOHF23SPDLT)/cn=Recipients/cn=2805c61da550463db5e5679e7960c576-mmoran]

Subject: PRIV AND CONFIDENTIAL

External @exec.ny.gov)

Report This Email FAQ Protection by INKY

Please review - i'll set a call to go through this at everyone's earliest convenience

From: Stephanie Benton

Sent: Thursday, February 25, 2021 7:06 PM

To: Melissa DeRosa; Judith Mogul

Subject: Privileged.

Draft.

Let me address the situation with Ms. Boylan and let me start by establishing the facts. I never contacted her inappropriately. There was never a discussion about strip poker on the plane. There were four people on the plane, all within earshot, and no one heard the comment because it was not said. There are not even any cards on the plane. As far as knees or feet or legs making contact during the flight, anyone who has been on the very small state plane knows that you are sitting across from each other and facing each other, making it virtually impossible not to be in incidental physical contact. There are also people sitting two feet across the aisle from you.

In my conference room which is where Ms. Boylan says I showed her artifacts, I often show people artifacts including gifts from Bill Clinton, Native Americans and my father, and historical mementos. It is, if you will, a standard tour. Many of you have seen it. The articles' significance is not beyond that which is apparent. The door is always open to my conference room because Stephanie sits about 10 feet away and this way she can hear me and I can hear her so we can communicate. I can hear her on the phone so I know who is calling. The only time the door is ever closed is basically when we are having a leaders meeting or a large staff meeting.

28 EXHIBIT

The door of my office in New York City is always open also for the same reason, whoever is sitting outside is always about 10 feet away and can relay calls, etc. In some ways I do this for my protection also. If anyone says anything inappropriate, I have a witness.

Ms. Boylan held an important position and I always thought I had a good, professional and mutually friendly relationship with her. I would have said we were on very good terms. She showed talent. Ultimately, she had issues with a number of female staff members which were beyond my control and resolved by the counsel and HR office. They ultimately decided not to offer Ms. Boylan continued employment. At no time in discussions with anyone, including the HR staff, did Ms. Boylan suggest any inappropriate behavior by me.

Ms. Boylan asked me to intervene on her behalf to get her job back and I could not. I did not speak to Ms. Boylan since she left 3 (?) years ago. She did, unsolicited, tweets that she supported my reelection. Later she did email my staff complaining that election rule changes the state made negatively impacted her campaign for Congress at the time. The implication was the staff directed them at her. That was not true. They were statewide reforms.

Ms. Boylan says I touched her back and arm. I don't remember it but this may very well have been incidental. In general, my customary behavior is to greet people hello or say goodbye with a hug or a kiss. I kiss women hello or goodbye, I kiss men hello or goodbye. I often greet staff and friends this way. I did an event in Queens the other day. I hugged the Assemblymembers and the pastors. In truth it is my usual custom. I've kissed Speaker Heastie and Senate Leader Andrea Stewart Cousins hello. I have a picture hanging in my office kissing Al Gore. You can go online and find pictures of me kissing and hugging hundreds of people. At least prior to OCVID. A hug does make contact with and arm and back. I never had anyone say that my behavior was inappropriate. Sometimes I get a sense when people are standoffish and I respect that.

At work sometimes I am playful and make jokes that I think are funny. Some people do not find them funny. I do, on occasion, tease people in a good natured way and I do use nicknames. I call Robert Mujica the Sphinx. I call \_\_\_\_\_\_\_, I say Dr. Malatras is not really a doctor, I call Beth Bethesda. I do it in public and in private. You have seen me do it at briefings hundreds of times. I have teased people about getting married or not getting married, I've teased men about their choice of ties. I mean no offense and only attempt to add some levity.

I also understand that customs change and that humor has changed, and that sensitivity has changed and that what might be usual custom in the past is now found by some to be insensitive. I understand that. I want to be hyper vigilant and exemplify that change.

I never meant any disrespect to Ms. Boylan and I am sorry if I made her feel uncomfortable. I am also sorry the relationship with the staff in the office did not work out.

People have commented on my office and staff. There are women who say that I am a demanding boss and my team is demanding and expects excellence. There are men who say that I am a demanding boss and that my team is demanding and expects excellence. They are right. There are ex-employees who say they worked in my office and found it difficult and stressful and they couldn't take it. I understand that. It is a high pressure environment and we work seven days a week. The majority of my senior staff are females – but male or female, it is a very intense, serious, grueling environment. And we believe the people of the State of New York deserve the best possible service, and we work obsessively to deliver the best service.

My staff are tough, motivated and top quality. My office is not for the faint of heart or those who are uncomfortable with high pressure and difficult circumstances. It certainly is not for everyone and, at the same time, my team won't accept working with just anyone. They want a high performing, high producing team. For these people who didn't like working with my team, I understand it. It is very hard.

At the same time, I doubt you will find an elected official who has a longer serving staff of higher quality people. Just look at the situation during COVID. Larry Schwartz, former Secretary to the Governor, I've worked with for 30 years. Steve Cohen, former Secretary to the Governor – 30 years, ..... Linda Lacewell came back from California. Jim Malatras, 14 years. , Rich Azzopardi. People have left positions in the republican bodies to come join my team, Robert Mujica, Kelly Cummings and Beth Garvey.

##

In terms of conversations with legislators and politicians, I have a different attitude. Government is a serious business. The stakes are very high and making progress is often a fight and I believe I was elected to fight for the people. That's what I told them I would do. Indeed, that was my slogan. There is no change without a fight. Overturning the status quo is hard, but people demand change and I promised to deliver it. Marriage equality doesn't pass without a fight. The \$15 minimum wage doesn't pass without a fight. A woman's right to

choose doesn't pass without a fight. Passing a budget doesn't happen without a fight. Building an airport is a fight. Defeating COVID is a fight. I find some politicians are more interested in preserving the status quo or their own political careers and that some politicians are more interested in making headlines than headway. Conflict between politicians is inevitable if you actually want to get something done.

I also hold politicians responsible. A politician who lies or attacks my integrity or accuses my administration of a crime, I will not take lightly. Nor should I. Nor should society. It is illegal. It is defamation.

Politicians who are incompetent, self-serving or lazy at their jobs are hurting people, I believe they should be called out. I believe that is my job. These situations can get heated. That is the nature of the business. These are elected officials who are go along and get along but then no changes will be made and I believe that brand of politics fails their public duty.

Theodore Roosevelt said,

"Aggressive fighting for the right is the noblest sport the world affords."

"No man is worth calling a man who will not fight rather than submit to infamy or see those that are dear to him suffer wrong."

"It is the doer of deeds who actually counts in the battle for life, and not the man who looks on and says how the fight ought to be fought, without himself sharing the stress and the danger."

Barack Obama said,

"Hope is not blind optimism. Hope is that thing inside us that something better awaits us if we have the courage to reach for it, and to work for it, and to fight for it.

And to be totally frank, yes I challenge the press. When you are misleading the people, I call you on it.

Also, as far as judgement of my leadership is concerned, New Yorkers watched it for 10 years and for hundreds of hours last year. Good, impatient – annoyed. They watched it all. I'm not perfect and they know it. But they know who I am – truly, and who I fight for.

This is not to say rudeness is ever acceptable. One can be direct and straightforward, but not rude. For any person who felt my staff or myself was rude to them, or for anyone who was offended, I apologize.

These issues today do not operate in a vacuum but rather a vortex. Presidential politics, political extremism, many ongoing campaigns, COVID fatigue, lack of legislative involvement, economic stress.

It is all in the mix. COVID is politicized. The March 25 memo and nursing homes is politicized. Medical professionals' endorsements of the strategy are dismissed by political operatives. Party politics is politicized with extremes on both sides. I will work hard to bring down the temperature and focus on what we are elected to do – manage COVID, vaccinate New Yorkers and rebuild New York.

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

# Tab 149 Chamber\_AG\_00035765 Titled "lb."

## Lindsay Boylan (1)

- No inapp contact
- Strip poker never happened

Never said strip poker

Never played strip poker

No cards on plane

Plane 4 people tight quarters

Seats face each other impossible not to touch each other

- Meeting conference room – not pvt office

Door open – Steph 10 feet away

Hear me and hear her

- Keep door open own protection
- Door closed leaders meetings
- Historic artifact cigar box
   Cigar box flags
- Lindsay imp position my relationship friendly and positive, issues with staff and those issues caused position to end. She never said to me or any HR people in their discussions any issue about me.
- Hundreds of women pride myself
   Strong protective women
- Right come forward

**≠** 

- You know me and you know my behavior
   Customary for me to hug and kiss people goodbye / hello
- I do kiss men and women
   Kiss hello / goodbye
   Kiss CH, kiss ASC, kiss legislators
- Hugger
- Pic office kissing Al Gore
- Ever told inapprop
- Same people stand \_\_\_\_\_
- Pre COVID chg custom
   Don't even handshake

Playful, tease, nicknames
 Joke – bad jokes
 Awkward sense of humor

 $\neq$ 

- Also Assy elected touch on \_\_\_\_\_ they are right

Reporters say I am tough and they are right

Have a tough job

Tough task

I fight for people

I fight for results

I fight to change the status quo

Never easy -- \$15, ME, woman's choice, budget on time

- Without fight there is no progress

10 years never done more

Build bridge

- Office hard not for everyone

Now best team

Longest serving

Show me a politician who has longer hard working team –

Melissa



Linda

**XXXX** 

- Assy / Sen –

Sep of powers

- Why do I get to veto?
- Assy can't lie and accuse people of crimes
- TR
- Obama
- Father death penalty
- New Yorkers know me -

Looked eye

Heard me take you guys on

Heard me take on politicians

# **Tab 150**

Chamber\_AG\_00035757
Titled "2.25.21. LB"

## Ms. Boylan (2)

- Facts never kissed her inapp
- You know conference room
   Door open Stephanie
   Talk doorway hear calls
- Conf room not office
- Don't want to be alone
   Protection –
- Cigar boxed / flag / father
- Strip poker plane 4 Trooper Women – no cards
- Lindsay senior position good friendly relationship
- In general, my customary behavior is to hug or kiss
   Hello / goodbye
   Women men kiss Carl Heastie, ASC, Assemblywoman hug, diff custom
- COVID custom
- Never had anyone say inapprop
   Get a sense people standoffish
- Make jokes I think are funny, tease people, nicknames
- Regret that
- I understand customs change, sensitivity change, hypervigilance, humor change, I want to exemplify that
- Legisls / pols I do have diff convos stakes too high
- Pols as a class not enamored, many politic motivation, protect status quo
   Publicity seeking
- Stakes too high
- 100% committed

Marr Eq

\$15

Nothing gets changed w/o pushing Status quo powerful

Force to overcome it

Father fought death penalty

Ever year – veto Pols agree – I'm afraid Kill people Heated

- TR / Obama / Lincoln
- "Wars"
- My office tough, team tough
   Best, Larry 30 Steve Cohen 30
   Linda L SB 14
   JM

Highest quality longest serving –

Tough – rewarding
 High pressure – 7 days week
 Special

- Ugly times
  - Pols Reps vicious

**COVID** frayed

Dems laws / taxes / desp

100 people running office

People want run against me

And more to do ever before

 I fight for NYers – not rude – direct – real stakes – fighting Trump, fight racism, fight Cong \$

Start Date	Sept	ember 16, 2019 12:42:22 PM UTC			
End Date	Sept	ember 16, 2019 10:39:04 PM UTC			
Chat Accoun t	Stephanie Benton (IMessage)>, Annabel Walsh (Sms)>, Annabel Walsh (Benton (Sms)>, Annabel Walsh (IMessage)>, Stephanie Benton (Mms)>, Annabel Walsh , Stephanie Benton (mo sender information available)				
000000000000000000000000000000000000000	÷	I'm at passpory agency they won't let me speak on the phone what's happening	12:42:22		
		Do you think fine with Charlotte for tmrw	21:47:04		
		Or have you gotten any bad feedback lately?	21:47:18		
		"You abuse her"	22:21:18		
		So I'm coming up!	22:21:22		
		Am I insane ?	22:37:45		
		Stephanie Benton (IMessage)>			
***************************************	Ż.	Whaddya mean?	22:38:40		
		(no sender information available)			
	J.	Should I have just put on there ? We have such a big	22:39:04		

week

Start Date Sep	tember 17, 2019 2:08:02 PM UTC	
End Date Sep	tember 17, 2019 10:38:47 PM UTC	
Accoun (Sm t Des	DesRosiers (IMessage)>, Jill DesRosiers (Sms)>, Annabel Walsh (Sms)>, Annabel Walsh (IMessage)>  (IMessage)>, Annabel Walsh (IMessage)> (IMessage)> (IMessage)> (IMessage)> (IMessage)> (IMessage)> (IMessage)>	, Jill , Jill
	(no sender information available)	
8.5.	He smacked me too for flying	14:08:02
	And then it's not training anyone	14:08:09
	Jill DesRosiers (IMessage)>	
£ <sub>0</sub> .	But we weren't allowed to have ?	14:08:40
	(no sender information available)	
	Is there anyone else who could fly? I said yes! But you said no to Charlotte and Stephanie. Steph doesn't think is ready. Staffer #3 has 890 pots for this week. I will train EA #2	14:08:43
	Yeah why don't you train them	14:08:49
	truthfully I just did his remarks with EA #2 and she can't do them either so idk what to tell anyone	14:11:15
	I just smacked so hard	16:12:44
	Dani asking if you can get on MTA call -	22:38:47

From: Stephanie Benton

To:

Jill DesRosiers (owner);+

Melissa Derosa;

@gmail.com Jill DesRosiers (owner)

**TimeStamp:** 11/06/19 05:42:08 PM

Hiya. Who can go with MCU tomorrow?

From: Annabel Walsh

+ Jill DesRosiers (owner);+ Stephanie Benton;+ Melissa Derosa @gmail.com Jill DesRosiers (owner) To:

TimeStamp: 11/06/19 05:42:43 PM

To Puerto Rico or to the plane?

From: Stephanie Benton

+ Jill DesRosiers (owner);+ Annabel Walsh;+ Melissa Derosa @gmail.com Jill DesRosiers (owner) To:

TimeStamp: 11/06/19 05:42:56 PM

PR

Annabel Walsh From:

+ Jill DesRosiers (owner);+ Stephanie Benton;+ Melissa Derosa @gmail.com Jill DesRosiers (owner) To:

TimeStamp: 11/06/19 05:43:47 PM

I mean I assume me because we can't work Charlotte too hard and staffer is working on 57 ppts

Annabel Walsh From:

+ Jill DesRosiers (owner);+ Stephanie Benton;+ Melissa Derosa @gmail.com Jill DesRosiers (owner) To:

TimeStamp: 11/06/19 05:47:42 PM

I'm buying a ticket and I can change it to whomever but okay to go forward w def buying it?