



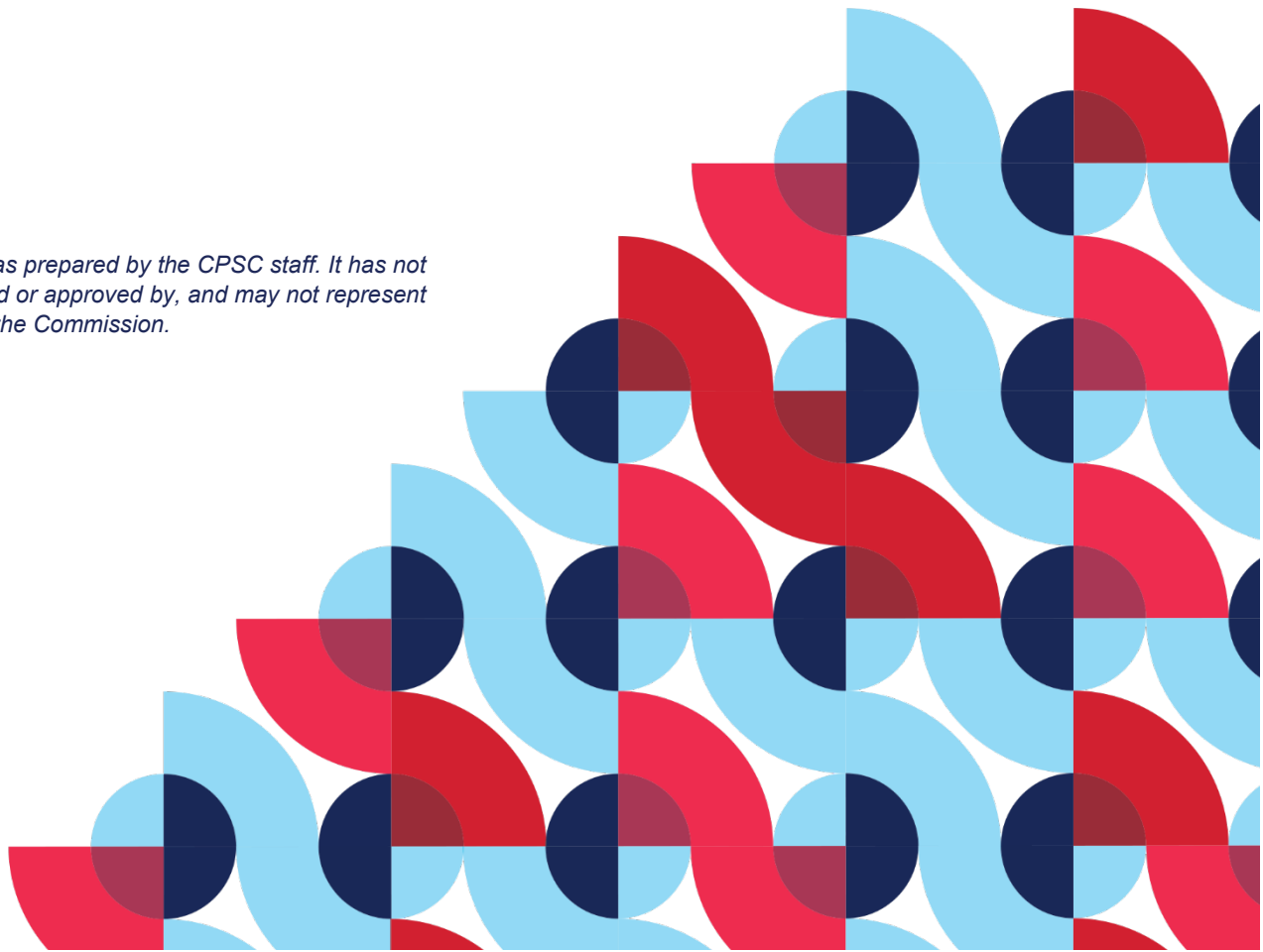
United States

**Consumer Product Safety Commission**

# **Diversity, Equity, Inclusion and Accessibility (DEIA) Annual Report**

Fiscal Years 2022 and 2023

*This report was prepared by the CPSC staff. It has not been reviewed or approved by, and may not represent the views of, the Commission.*



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## **CPSC Mission Statement**

*Keeping consumers safe.*

## **CPSC Vision Statement**

*A nation free from unreasonable risk of injury and death from consumer products.*

## **CPSC DEIA Vision Statement**

*CPSC is committed to ensuring diversity, equity, inclusion and accessibility throughout all facets of the organization and incorporating diverse viewpoints into the work of the agency.*

# Introduction

CPSC’s Diversity, Equity, Inclusion, and Accessibility (DEIA) Annual Report details the DEIA Strategic Plan actions and accomplishments from FY 2022 and 2023. The DEIA Strategic Plan was created in response to Executive Order 14035 Advancing Diversity, Equity, Inclusion and Accessibility within the Federal Government.

CPSC’s DEIA Strategic Plan incorporates the following four (4) priorities:



A few highlights from the FY2022-FY2023 DEIA Strategic Plan include:

- Reorganized the Office of Equal Employment Opportunity, Diversity & Inclusion (OEEODI) to include EEO and DEIA functions.
- Established partnership with Gallaudet University.
- Achieved 100 percent compliance with DEIA trainings.

# Priority 1

## DEIA Program Structure and Management

### Reorganization

In FY 2023, the Office of Equal Employment Opportunity and Minority Enterprise was rebranded as the Office of EEO, Diversity & Inclusion (OEEODI). The program structure was reorganized to combine EEO and DEIA programs. The EEO Director role was expanded to serve as the EEO Director and the Diversity Inclusion Officer (DIO). The restructuring of OEEODI maintained the reporting structure with the EEO/DIO Director continuing to report to the CPSC Chair. There were two (2) personnel additions. OEEODI added a Diversity Specialist position, and the Office of Human Resources Management (EXRM) added a new Human Resources Specialist (Recruitment & Placement). The DEIA Specialist and Human Resources Specialist collaborate on DEIA projects.

### Priority 1.1 Reorganize the DEIA program structure.

Strategy	Action	Status
Combine the EEO and DEIA programs.	Gain approval from Chair's Office.	Complete
Hire Diversity Specialist for EEO office.	Develop Position description, advertise and recruit specialist.	Complete

### Priority 1.2 Collaborate with the Office of Human Resources on the DEIA reorganization.

Strategy	Action	Status
Ensure HR Specialist is familiar with DEIA plan, DEIA recruiting and best practices.	Ensure DEIA Specialist and HR Specialist roles are collaborative. Meet with HR and DIO specialist to review the DEIA Plan.	Complete (The specialists met bi-weekly).
	Review list of strategic plan actions.	Complete

**Priority 1.3 Develop accountability structure embedded in DEIA office operations.**

Strategy	Action	Status
Ensure DIO reports to Chair and create DEIA team.	Create Working group of DIO, DEIA and HR Specialist, Racial Equity Team, Risk Manager.	Complete
	Set up a meeting to create a plan for group.	Complete (The working group met quarterly).
	Develop DEIA plan.	Complete

# Priority 2

## Equity: Pay & Compensation, Recruiting, Hiring, Promotion, and Retention

### Partnerships and Targeted Recruiting

Priority 2 corresponds with Strategic Objective 4.1, Attract, recruit, cultivate, and retain a high-performing, diverse, inclusive, and engaged workforce. EXRM exceeded the goal of attending over 30 diversity recruiting events and distributed vacancy notices to a variety of diverse universities and organizations.

To recruit a more diverse workforce, EXRM hosted training on unconscious bias and special hiring authorities for hiring managers. The trainings had 100% participation.

OEEODI and EXRM developed a partnership with Gallaudet University. The HR and DEIA Specialists meet with Administrators and students to discuss internships and entry level opportunities at CPSC. The Specialists also provided guidance on how to utilize USAJobs.

The Disability Program Manager created a partnership with the Maryland Vocational Rehabilitation Services. This partnership allows us to share vacancy opportunities with adults with disabilities searching for employment opportunities.

### Priority 2.1 Attract and recruit a diverse and talented workforce.

Strategy	Action	Status
Train hiring managers on unconscious bias during recruiting and hiring.	Research training options.	Complete
	Provide Bias training to hiring managers.	Complete
	Develop process to record attendance.	Complete

### Priority 2.2 Develop relationship with disability employment organizations.

Strategy	Action	Status
Research organizations that help find employment for people with disabilities.	Research organizations to provide vacancy information.	Complete
	Develop database of organizations.	Complete
	Partner with one (1) organization.	Complete (Partnered with Gallaudet University).



**Priority 2.3 Increase utilization of special hiring authorities.**

Strategy	Action	Status
Ensure hiring managers are aware of special hiring authorities.	Review annual manager training.	Complete
	Update hiring authority training if needed.	Complete (No update was required).
	Train managers on hiring authorities for veterans and PWD.	Ongoing (HR performance measure goal set 90% with 98.92%* completed). *One (1) manager was assigned but left the agency before taking the training.

**Priority 2.4 Develop relationship with disability employment organizations.**

Strategy	Action	Status
Capture relevant data from recruiting software and other sources.	Identify how applicants are learning about vacancies (See Appendix A).	Complete (88% of applicants saw vacancies on USAJobs).

## Priority 3

### Inclusion: Professional Development, DEIA Training, and Inclusive Workplace Culture

#### Training

OEEODI conducted two mandatory DEIA virtual training courses. All mandatory training received 100% participation. In addition to the mandatory training, OEEODI hosted the [5th Annual Diversity Summit](#). The Summit was conducted over four days, and included four different topics. Overall 400 employees participated.

#### Special Emphasis Program

The Special Emphasis Program is managed within OEEODI office by the DEIA Specialist. The EEO Specialist served as the Disability Program Manager. Other employees, in a collateral duty capacity, served as the Black, Women, Hispanic, Veteran and Asian program managers. To emphasize the importance of diversity, the EEO office hosted events to celebrate [various commemorative heritage months](#). OEEODI distributed educational newsletters and/or hosted virtual events for the following observation months:

- Veteran's Day November 2022
- Black History Month February 2023
- Women's History Month March 2023
- Holocaust Remembrance Day/Days of Remembrance April 2023
- Asian American and Pacific Islander Month May 2023
- Pride Month June 2023
- Hispanic Heritage Month September 2023

#### Engagement

OEEODI and Employee Engagement team worked to complete two new engagement activities from the Employee Engagement Plan. First, all new employees were introduced to the entire workforce in a bi-weekly email after they onboarded. Second, new job vacancies were shared across the workforce in a monthly newsletter to help bring awareness of new job opportunities.

**Priority 3.1 Build commitment to employee inclusion and engagement.**

Strategy	Action	Status
Implement agency engagement plan.	Chose 2 deliverables from the employee engagement plan.	<p>Complete</p> <p>Welcome emails to workforce were sent when new employees joined CPSC.</p> <p>Job vacancies were listed in the monthly EXRM newsletter.</p>

**Priority 3.2 Integrate Special Emphasis Programs (SEP) into newly formed Diversity Council.**

Strategy	Action	Status
Research options for creating a diversity council.	Hire a contractor to implement a diversity council.	Complete

# Priority 4

## Accessibility: Physical Accessibility, Culture of Accessibility, and Safe Workplaces

### Reasonable Accommodation

All employees are trained in reasonable accommodation procedures during new employee orientation. Additionally, [reasonable accommodation](#) policies are available on the CPSC Internet.

### Accessibility

The Disability Program Manager worked with the Facilities Manager to ensure that doors in CPSC facilities have automatic door openers. The 8th floor door in Bethesda Towers and the main door in 5 Research Plaza doors have been updated.

In June 2023, a new Section 508 coordinator from the Office of Information & Technology Services (EXIT) volunteered to lead the program. He completed an internal 508 self-assessment and plans to develop training for the agency in FY 2024. The coordinator partners with the Federal 508 Working group and attends meetings to stay abreast of emerging issues. The Disability Program Manager regularly met with the new Section 508 coordinator to support the Chief Information Officer in ensuring compliance with the law.

### Priority 4.1 Ensure the workplace is aware of policies related to reasonable accommodation.

Strategy	Action	Status
Review accommodations policies.	Post information to managers and employees on the accommodations process.	Complete (The policies and processes were uploaded on the CPSC external website and are discussed during new employee orientation).

### Priority 4.2 Ensure wheelchair accessibility at HQ.

Strategy	Action	Status
Stay abreast on ADA requirements for accessibility.	Ensure that any new installations meet all ADA requirements.	Ongoing (All doors in CPSC leased space are 100% accessible).

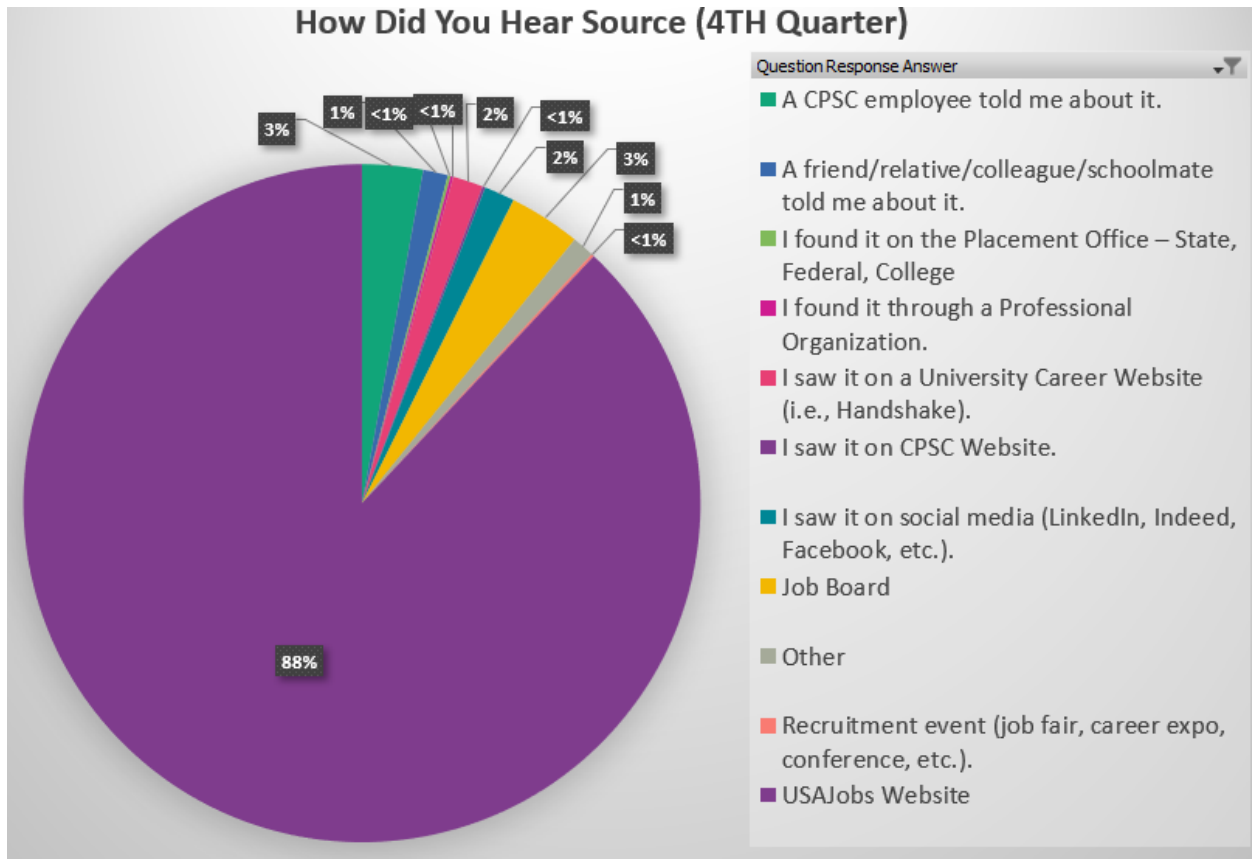
**Priority 4.3 Ensure that all information and communication technology is compliant with Section 508 of the Rehabilitation Act, whether produced in-house or 3<sup>rd</sup> party.**

Strategy	Action	Status
DEIA office will collaborate with the Section 508 Program manager to ensure compliance.	Train appropriate managers and employees on creating accessible content.	Ongoing (Section 508 training for certain managers and employees is planned for FY24).
	Stay abreast of Section 508 requirements.	Ongoing (The Section 508 Coordinator is a part of the Federal 508 Working Group and provided updates to OEEODI).

# Appendix A

## 2.4 Develop method to evaluate effectiveness of targeted recruiting efforts.

EXRM developed a report template that provided information on where CPSC job applicants are learning about vacancies. This information assisted in determining where we should focus on targeting recruiting. EXRM reviews this report each quarter, this is an ongoing activity.



Row Labels	Count of Question Response Answer	Breakdown
A CPSC employee told me about it.	22	3%
A friend/relative/colleague/schoolmate told me about it.	9	1%
I found it on the Placement Office – State, Federal, College	1	<1%
I found it through a Professional Organization	1	<1%
I saw it on a University Career Website (i.e., Handshake).	11	2%
I saw it on CPSC Website.	1	<1%
I saw it on social media (LinkedIn, Indeed, Facebook, etc.).	11	2%
Job Board	26	3%
Other	8	1%
Recruitment event (job fair, career expo, conference, etc.).	1	<1%
USAJobs Website	667	88%
<b>Grand Total</b>	<b>758</b>	<b>100%</b>

\*Yellow items denote the top four (4) places applicants learn about CPSC.