

Gender-Based Violence & the Workplace Policy

New York State Finance Law 139-m | survivor-centered policy, employee notice and bid-attestation controls

LEGAL EMPLOYER	Clean Slate Organic Cleaners LLC
OPERATING BRAND	Clean Slate FM
PREPARED	August 21, 2026
RESPONSIBLE OWNER	Maximus Garcia max@cleanslatefm.com 201-888-1190
STATUS	Prepared for owner adoption, actual posting, supervisor distribution and truthful procurement certification

PROCUREMENT RULE

For applicable New York State competitive contracts effective November 5, 2025, a bidder must implement an appropriate workplace policy and submit the solicitation's required certification. Preparing this document does not mean it has been adopted, posted, or implemented.

01

Purpose, scope and protected people

Clean Slate Organic Cleaners LLC, operating as Clean Slate FM, will maintain a survivor-centered, trauma-informed, culturally responsive workplace for employees and other people performing company work. This policy applies to owners, managers, supervisors, employees, temporary workers and, where consistent with the client contract, subcontractor personnel at company, customer, public-facility, field and remote-work locations.

Gender-based violence can include domestic or intimate-partner violence, sexual violence, stalking, human trafficking, reproductive coercion, threats, coercive control, financial abuse, and technology-facilitated harassment. Anyone can be affected, regardless of gender, sexual orientation, race, age, disability, immigration status, income, or relationship status.

02

Confidential disclosure and immediate response

An employee may confidentially contact Maximus Garcia, Owner & Managing Member, at max@cleanslatefm.com or 201-888-1190, or speak with a trusted supervisor. The company will ask the employee about safe contact methods, urgent risks, preferred support, and whether a worksite or customer needs limited safety information. A disclosure is not required to include police reports, court orders, medical records, or other proof before information and support are offered.

Call 911 when there is an immediate threat. A supervisor who learns of a worksite threat must escalate promptly while protecting the survivor's privacy and avoiding information disclosure that could increase danger.

03

Required referral and voluntary access to services

Whenever an employee discloses current or past victim or survivor status, the company will offer a confidential referral to the New York State Domestic and Sexual Violence Hotline or an appropriate local service provider. For New Jersey-based work or

an employee outside New York, provide an appropriate local provider or statewide hotline as well. The referral is offered by the company; use of services is entirely the employee's decision.

Referral resource	Contact information
NYS Domestic & Sexual Violence Hotline	Call 800-942-6906 text 844-997-2121 chat https://opdv.ny.gov 24/7
Local-service-provider directory	https://opdv.ny.gov/provider-directory-0
Emergency services	911 when there is an immediate danger
Company designated contact	Maximus Garcia max@cleanslatefm.com 201-888-1190
Employer implementation support	Office for the Prevention of Domestic Violence: https://opdv.ny.gov/gender-based-violence-and-workplace

04

Privacy, safe communication and workplace planning

- Restrict sensitive information to people with a legitimate safety, accommodation, legal, or operational need; store records separately from normal scheduling or marketing files.
- Ask which phone number, email, site, time, and communication method are safe; never assume that a personal device or home address is secure.
- Where practical, discuss schedule changes, alternate assignments, escorts, parking/access adjustments, visitor controls, customer-site coordination, safe contact trees, and emergency response.
- Coordinate any order-of-protection, police, building-security, or client-site issue only with the employee's knowledge or when disclosure is legally necessary for urgent safety.
- Review potentially applicable protected leave, earned/sick/safe time, reasonable accommodations, and nondiscrimination protections with appropriate counsel or the applicable agency; do not promise a specific benefit without verifying eligibility.

05

Discrimination, retaliation and supervisor duties

No person will be disciplined, denied work, excluded, threatened, stigmatized, or retaliated against for actual or perceived survivor status, reporting a safety issue, requesting assistance, accepting or declining services, exercising protected rights, or participating in an investigation. Report retaliation immediately using the confidential reporting channels.

- Supervisors must listen without blame, protect privacy, assess urgent risk, offer required hotline or local-provider information, and document only what is necessary.
- Supervisors must not demand proof, tell colleagues, contact an abusive person, disclose a new location, pressure the employee to use services, or promise absolute confidentiality.
- Provide supervisors with current OPDV implementation resources and request technical assistance when needed; document actual distribution.
- Post the current hotline and workplace notice where employees can safely access it; provide available language or accessible versions when practical.
- Evaluate credible violence threats and customer-site implications promptly; never reduce a survivor's pay or remove desirable hours as punishment for a disclosure.

06

Policy implementation and bid-certification checklist

Control	Actual evidence required	Verified date / initials
Adoption	Owner signature, effective date and current controlled policy copy	_____
Posting	Hotline and workplace notice posted in accessible company/work locations	_____
Distribution	Workers and supervisors received access; language needs considered	_____

Control	Actual evidence required	Verified date / initials
Referral readiness	Current hotline/local-provider instructions are available	_____
Nonretaliation	Managers instructed on discrimination, privacy and retaliation controls	_____
Implementation help	Supervisor/HR given OPDV technical-assistance resources	_____
Bid attestation	Agency's actual SFL 139-m form signed only after all statements are true	_____

Official current OPDV policy, poster and agency attestation resources: <https://opdv.ny.gov/gender-based-violence-and-workplace>

SIGN

Owner adoption - sign only after review

Required field	Actual entry - do not prefill signatures
Adopting entity	Clean Slate Organic Cleaners LLC
Authorized signer	Maximus Garcia, Owner & Managing Member
Signature	_____ —
Actual adoption / effective date	_____ —
Distribution / posting completed	_____ —
Next scheduled review	_____ —

EMPLOYEE NOTICE

Gender-based violence: you are not alone

CONFIDENTIAL HELP - AVAILABLE 24 HOURS A DAY

NEW YORK STATE DOMESTIC & SEXUAL VIOLENCE HOTLINE

CALL: 800-942-6906

TEXT: 844-997-2121

CHAT: <https://opdv.ny.gov>

IMMEDIATE DANGER: CALL 911

Domestic violence, sexual violence, stalking, human trafficking, reproductive coercion, technology-facilitated abuse, and threats can affect any person and can follow someone to work. You do not need to prove abuse to ask for confidential information or discuss a workplace-safety concern.

- Company confidential contact: Maximus Garcia | max@cleanslatefm.com | 201-888-1190.
- A hotline referral or local provider information will be offered; accepting services is your choice.
- The company prohibits discrimination, retaliation, punishment, or loss of work because you disclose survivor status or seek assistance.
- Ask about confidential safety planning, schedule or site adjustments, protected leave, privacy, safe communications, or other appropriate accommodations.
- New Jersey-based workers may also request a local service-provider referral; provider directory: <https://opdv.ny.gov/provider-directory-0>.
- Where practical, request this information in your preferred language or accessible format.

Official New York workplace policy/poster resources: <https://opdv.ny.gov/gender-based-violence-and-workplace>

MANAGER RECORD

Confidential referral and safety-planning checklist

RESTRICTED PERSONNEL RECORD

Keep the minimum information needed, use a secure location, and record safe contact instructions before contacting the employee again.

Control	Confidential record / date
Employee preferred name and safe contact	_____
	—
Disclosure received by / date	_____
	—
Urgent threat assessment / emergency escalation	_____
	—
Hotline or local provider referral offered	_____
	—
Employee-selected safety or schedule supports	_____
	—
Who needs limited information and why	_____
	—
Protected leave / accommodation review needed	_____
	—
Confidential follow-up and retaliation check	_____
	—
Secure record location / access owner	_____
	—