USDA

DEC 28 2010

United States Department of Agriculture

Animal and Plant Health Inspection Service

Washington, DC 20250

Animal and Plant Health Inspection Service (APHIS) Civil Rights Policy Statement

As the Administrator of the Animal and Plant Health Inspection Service (APHIS) I am commited to providing a workplace free from discrimination in our employment policies, procedures, practices and operations. Our collective efforts will ensure that we continue to maintain a diverse workforce and respect the civil rights of all employees, job applicants, clients and customers. This commitment also extends to the beneficiaries of our programs and activities.

The members of APHIS' management team and I strongly support the Secretary's civil rights, equal employment, and diversity policies, and we also share his zero tolerance of any discrimination, harassment, or reprisal. Discrimination based on race, color, religion, national origin, age, sex, disability, reprisal, sexual orientation, gender identity and/or expression, marital, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance will not be tolerated. Our goal is to implement the Department's policy by making civil rights an essential and integral part of every program, service, and activity. Promoting nondiscrimination and equal access in all our programs and services is a necessary component of leadership.

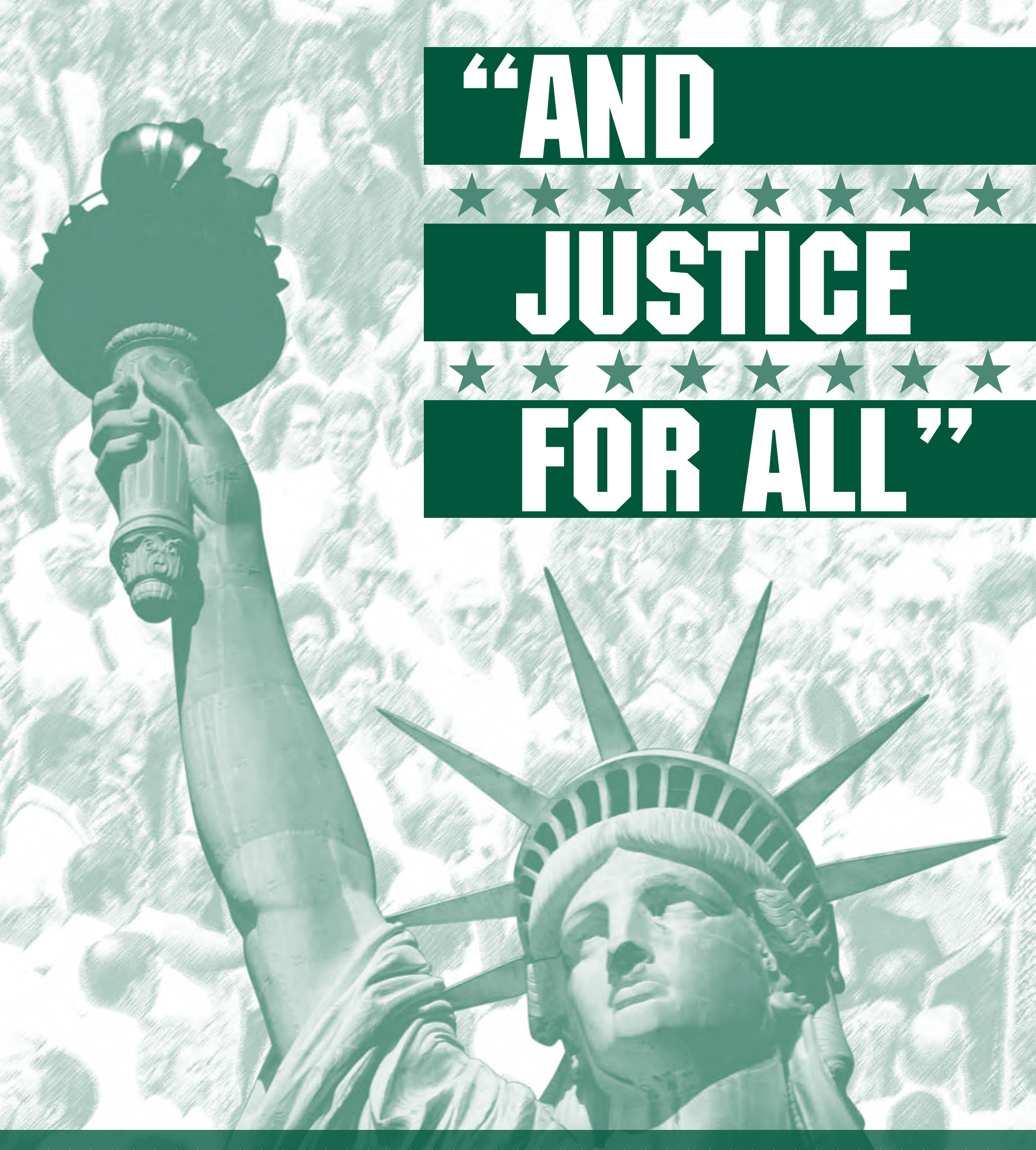
By working together, we can create an atmosphere that fosters respect for everyone and in so doing, create an inclusive and diverse workforce where every individual is treated with dignity and respect. Through achieving the agency's equal opportunity objectives, we will also enhance our ability to accomplish our mission. Strong commitment from every APHIS employee is needed to continue to protect civil rights and achieve equal employment opportunity. I rely on each of you to adhere to this policy, and I fully expect senior executives, program managers and supervisors to support and share with me the responsibility for continued enforcement and promotion of equal opportunity in all Agency activities. All APHIS employees are responsible for implementing the agency's equal employment opportunity (EEO) policy in their daily actions, conduct, and decisions, and performance standards should contain a Civil Rights/EEO element to ensure that our EEO goals and objectives are being achieved.

The Civil Rights Policy Statement must be posted in all work areas to ensure that the APHIS workforce is aware of and promotes its civil rights responsibilities. This policy statement is also posted on the Civil Rights Enforcement and Compliance website at www.aphis.usda.gov/civil_rights.

Cindy J. Smith

Cindy J. Smith
Administrator

"AND JUSTICE FOR ALL"



In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (in education and training programs and activities), age, disability, or retaliation. (Not all prohibited bases apply to all programs.)

If you require the information on this poster in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (voice or TDD).

If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

De acuerdo con la ley Federal y con la política del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés) , esta institución prohíbe la discriminación ya sea por la raza, color, nacionalidad, sexo (en programas y actividades de educación y adiestramiento), edad, incapacidad de las personas, o por represalias. (No todas las prohibiciones se aplican a todos los programas).

Si usted necesita la información de este anuncio en un formato diferente (Braille, letras grandes, o por medio de sonido, etc.), llame al Centro TARGET del Departamento de Agricultura al teléfono 202-720-2600 (voz o TDD).

Si usted necesita información sobre este programa, actividad o instalaciones en un idioma diferente del inglés, llame a la agencia del Departamento que maneja este programa o actividad, o a cualquier oficina del Departamento de Agricultura.

Para someter una queja de discriminación, escriba al USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame gratis al 1-866-632-9992 (voz). Para llamadas TDD, llame al USDA al número 1-800-877-8339 o al número 1-866-377-8642. El Departamento de Agricultura ofrece oportunidades de programas y de empleo libres de discriminación.

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UNITED STATES DEPARTMENT OF AGRICULTURE

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Animal and Plant Health Inspection Service (APHIS)
Anti-Harassment Policy Statement

APHIS is committed to preventing and eliminating all types of workplace harassment based upon race, religion, color, sex, age, national origin, disability, reprisal, sexual orientation, gender identity and/or expression, marital, parental or familial status, protected genetic information, or receipt of public assistance. With this policy statement, I want to reiterate my firm stance on promoting and creating a productive work environment that is free of discrimination and harassment.

Bullying as EEO discrimination in the form of harassment, can be an accumulation of events over a significant period of time creating a hostile work environment. Harassment is defined as unwelcome conduct (whether verbal, physical, psychological or visual) that denigrates or shows hostility or aversion towards an individual based on that individual's protected status. Offensive conduct includes, but is not limited to, slurs, epithets, name-calling, physical assault, threats, intimidation, insults, written or verbal comments, or graphic materials that are offensive to or show hostility toward an individual or group.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. Harassment (sexual or nonsexual) occurs when such conduct is a condition of a person's job, is used for employment decisions, creates an intimidating, hostile or offensive environment, or interferes with the performance of an employee's duties. The bottom line, however, is that harassment in any form is inappropriate and unacceptable and will not be tolerated.

I strongly encourage employees who experience harassment to report the matter as soon as possible. I assure you that employee's who bring complaints of harassment or provide information related to such complaints will be protected from retaliation. Employees seeking relief from harassment based on a protected status must contact the Civil Rights Enforcement and Compliance (CREC), Alternative Dispute Resolution Center (1-800-342-7231) within 45 calendar days of an alleged incident. All other allegations of harassment should be reported to supervisors, managers, or the Workplace Violence Prevention and Response Hotline (1-866-234-3174). Let me further assure you that, to the extent possible, APHIS will protect the confidentially of harassment complaints. Section 301 of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (the No Fear Act), requires each federal agency to post summary statistical data pertaining to complaints of employment discrimination filed against it by employees, former employees and applicants for employment under 29 C.F.R. Part 1614. To view that data please visit the No Fear Act website at www.eeoc.gov/eeoc/statistics/nofear.

APHIS is committed to taking immediate action upon learning of possible sexual harassment, even if the involved individual does not pursue a complaint. We will take all necessary steps to ensure that the matter is promptly and impartially investigated and addressed before the situation becomes severe or pervasive. I also expect APHIS management officials to be fully aware of the Agency's responsibilities as specified in the Equal Employment Opportunity Commission's enforcement guidance documents (posted at www.eeoc.gov). In view of our equal employment opportunity obligations, APHIS managers should act proactively to prevent harassment and take immediate and appropriate corrective actions when problems occur to prevent further issues.

APHIS will not permit harassing conduct by anyone in the workplace. Immediate and appropriate corrective action will be taken when harassment is found.

EEO is everyone's business. This policy statement must be posted and disseminated to all employees. This policy statement is also posted on the CREC website at www.aphis.usda.gov/civil_rights.

Cindy J. Smith

Cindy J. Smith
Administrator