

United States Department of Agriculture
Animal and Plant Health Inspection Service
Wildlife Services Directive

WS 4.115
11/13/2020

CIVIL RIGHTS, DIVERSITY AND INCLUSION

1. PURPOSE

To establish and communicate Wildlife Services' (WS) policy related to civil rights, diversity and inclusion.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces WS Directive 4.115, dated July 21, 2008.

3. BACKGROUND

- a. Civil rights, diversity, and inclusion policies focus on current and potential WS personnel and the people to whom WS delivers program services.
- b. WS personnel are committed to creating and maintaining a talented, diverse, and inclusive workforce.
- c. Every WS employee is responsible for creating, fostering, and maintaining workplace and employment environments that are free from discrimination, harassment, and retaliation; so everyone can reach their full potential and Program services are equitably available to all.
- d. Equal employment opportunity covers all personnel/employment programs, management practices and decisions, including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.
- e. WS personnel have full access to APHIS Office of Civil Rights, Diversity and Inclusion (OCRDI) and services and support, including processes to report and rectify violations of civil rights, diversity, and inclusion statutes, rules and regulations. These resources include but are not limited to provisions for filing claims regarding discrimination and harassment.

4. POLICY

- a. WS is a Program within USDA, and as such, must comply with policy contained in USDA Departmental Regulation 4300-010:

“It is USDA’s policy to treat customers and employees fairly and equitably, with dignity and respect, regardless of race, color, national origin, disability, sex, gender identity, political beliefs, age, marital, family/parental status, religion, sexual orientation, protected genetic information, reprisal, or because all or a part of an individual’s income is derived from any public assistance program (not all bases apply to all programs).”

Agency officials, managers, supervisors and other employees shall be held accountable for providing training to their employees, and where appropriate, to program recipients on civil rights programs, obligations and the strategic civil rights goals of USDA. In addition, they will be held accountable for acts of discrimination, retaliation, civil rights violations, and/or related misconduct.”

- b. WS must provide a representative to serve on the APHIS National Civil Rights and Diversity Advisory Committee.
- c. WS must maintain a Civil Rights, Diversity and Inclusion Committee to provide leadership, resources, and guidance to WS personnel.

5. SCOPE

This Directive is applicable to all WS personnel and programs, which includes federal and non-federal employees, volunteers, interns, and individuals conducting official WS duties.

6. REFERENCES

- a. USDA Departmental Regulation 4300-010 Civil Rights Accountability Policy and Procedures (12/28/2016)
- b. USDA Secretary Civil Rights Policy Statement (5/22/20)
- c. USDA Secretary Anti-Harassment Policy Statement (5/22/20)

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