

WS Directive

4.115 07/21/08

EQUAL OPPORTUNITY AND CIVIL RIGHTS

1. PURPOSE

To assure that the WS program provides equal opportunity for employment to all persons, and demonstrates a commitment to the civil rights of all employees.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.115 dated 6/16/03.

3. POLICY

WS policy prohibits discrimination because of race, color, religion, sex, age, disability, or national origin.

WS promotes Equal Opportunity and Civil Rights (EO/CR) through a continuing, positive program. The EO/CR goal of WS is to achieve a fully integrated work force in all occupations, at all levels, and at all geographical locations. All supervisors and managers will take positive action to ensure that qualified personnel are given the opportunity to apply for and advance in WS jobs. Special efforts will be directed toward recruiting groups with low participation rates that fall substantially below the civilian work force availability or Federal high ratio benchmark for persons with targeted disabilities as set by the Equal Employment Opportunity Commission.

Supervisors and managers must recognize that EO/CR concerns are an inherent part of their duties. Each supervisor will provide new employees with orientation on equal employment opportunities, nondiscrimination on grounds of political affiliation or marital status, class discrimination, and discrimination complaint procedures, as presented in the APHIS New Employee Orientation Program Manual. Each new employee will be provided a personal copy of the APHIS New Employee Orientation Manual.

All Federal WS supervisory employees will have Civil Rights as a critical element on their performance standards as follows:

"Incumbent performs all duties in a nondiscriminatory manner which consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and others in the performance of all official business. Demonstrates knowledge of Equal Opportunity and Civil Rights policies and responsibilities of Agency and Department

goals of valuing a diverse yet unified workforce; and demonstrates responsibility for prevention of EO/CR complaints and actively pursues resolution of such complaints."

All Federal non-supervisory employees will conduct duties in a non-discriminatory manner that consistently demonstrates fairness, cooperation, and respect toward internal and external customers during the performance of official business and will have this responsibility incorporated into existing performance elements.

4. REFERENCES

APHIS Civil Rights Program Guide (3/6/08);

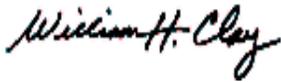
www.aphis.usda.gov/civil_rights/downloads/Civil_Rights_Program_Guide%20.pdf

APHIS New Employee Orientation Manual (12/13/07);

www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/index.shtml

Civil Rights Directive – MRP 4713.1 (11/1/96);

www.aphis.usda.gov/library/directives/pdf/MRP4713_1.pdf



Deputy Administrator