

A Field Office Guide to a Successful Civil Rights Compliance

Responsibilities and Records

- Know the civil rights responsibilities listed in your specific job description
- Comply with the USDA policy of not assisting and/or attending meetings of organizations or groups that exclude minorities, women, and persons with disabilities from membership or participation
- Document meetings where civil rights topics are discussed
- Public meeting announcements should include availability of accommodation for disabled or hearing-impaired

Training

- Be familiar with your Individual Development Plan (IDP)
- Be familiar with the Employee Assistance Program
(<http://www.sandcreekeap.com>)
- Complete mandatory Civil Rights training

Public Notification

- Include non-discrimination statements in outreach materials
- Display (and understand) in a visible location:
 - the “*Justice for All*” poster
 - USDA sexual harassment poster
 - EEO Counselor contact information
- Utilize multi-lingual program materials that have been developed that meet the needs of producers who do not speak English in your area.

Outreach and Program Delivery

- Understand the demographics of your area: Who are the underserved and non-traditional audiences?
- How do you inform non-traditional program beneficiaries about NRCS programs and activities? What are your outreach activities for minorities, women, and persons with disabilities?
- Understand the parity data: Are you reaching underserved audiences? If not, do you have a plan of action to address this?

Complaints

- Understand the civil rights discrimination complaint process

Partners

- Encourage District partners and RC&D Council members to participate in workplace Civil Rights training events that are offered

Accessibility

- Make your workplace accessible. (Form AD 2056)
- Hold public meetings in accessible places and provide a translator or accommodations for hearing-impaired attendees when necessary