USDA Secretary Civil Rights Policy Statement

Secretary Thomas Vilsack
April 9, 2021

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 11

Non-Discrimination Policy Statement

May 2018

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 11

Dated 12-2021
**USDA SECRETARY Anti-Harassment Policy Statement**

**Secretary Thomas Vilsack**

April 29, 2021

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The U.S. Department of Agriculture (USDA) is committed to creating and maintaining a diverse, inclusive workplace free of discriminatory harassment. In accordance with requirements established by the U.S. Supreme Court, this policy applies to USDA employees in their working relationship with Federal employees, non-Federal employees, and the public. It also applies to contractors and individuals employed under other formal agreements with USDA.

All employees and contractors must help to prevent workplace harassment and take immediate and appropriate action when it occurs. I am committed to addressing harassing behavior at the earliest possible stage to avoid or limit potential harms to any employee before it rises to the level of unlawful harassment.

Equal Employment Opportunity (EEO) based harassment is unwelcome conduct based on race, color, national origin, religion, sex, age (40 years of age or older), genetic information, physical or mental disability, sexual orientation, gender identity, pregnancy, or retaliation for previous EEO activity. Marital status, familial and/or parental status, income derived from a public assistance program, and/or political beliefs are additional protected classifications covered by other Federal laws and authorities.

Harassment based on a protected classification becomes unlawful when tolerating the offensive conduct (verbal or physical) becomes a condition of continued employment, or the conduct is severe or pervasive and creates a work environment that a person would consider intimidating, hostile, or abusive. The harasser can be the victim's supervisor; a supervisor in another area, a co-worker, or someone who is not an employee, such as a client or customer.

Other forms of harassment (including bullying) include any form of unwelcome conduct, physical, verbal, written, or electronic conduct that is offensive and could alter the affected employee's terms and conditions of employment.

Harassing conduct, whether directed at an employee or non-employee, includes but is not limited to:

- Engaging in sexual harassment, an egregious form of prohibited harassment and a form of sex discrimination. Sexual harassment includes unwelcome conduct such as sexual advances, requests for sexual favors or dates, unwelcome remarks about an individual's appearance, dress, or jokes of a sexual nature, and other verbal or physical harassment of a sexual nature.


- Using derogatory words, phrases, gestures, pictures, drawings, or cartoons not otherwise protected by the First Amendment's guarantee of the right to freedom of speech and the right to religious free exercise.
- Using electronic devices or forms of communication (e.g., telephones, tablets, internet, email, and/or other technological equipment) to intimidate, harass, discriminate, or degrade another (i.e., cyberbullying).
- Retaliation against any individual for reporting matters under this policy, or for an individual's involvement in an inquiry related to such matters.
- Using negative comments regarding employees age 40 and over.

USDA considers alleged harassers to be very serious. Employees who witness harassment should immediately report it to their manager, supervisor, any management official in their office or agency, or their Anti-Harassment Coordinator. If applicable, before the harassment becomes severe or pervasive in the workplace, individuals who believe they have been subjected to or witnessed harassment in the workplace are encouraged to inform the alleged harasser directly the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation. Reports of harassment need not be in writing or of a formal complaint. Allegations of EEO Complaints and EEO-based harassment will be addressed by a management inquiry or investigation. Allegations of EEO-based harassment may also be addressed concurrently as an EEO complaint.

Managers and supervisors must maintain confidentiality in the report process, regarding the identity of those individuals reporting allegations of harassing conduct, or individual against whom allegations are made, consistent with the need to investigate the alleged incidents of harassing conduct, as required under applicable laws, regulations, and policies. Management officials will take immediate and appropriate corrective action upon receiving notice of a harassment allegation.

Management Inquiry

The management official receiving the allegation will:

- Immediately report the incident to the Agency's Anti-Harassment Coordinator, if applicable, or Mission Area and Agency Civil Rights Director regarding all allegations of harassment. Reports of harassment must be immediately and addressed in a prompt, thorough, and impartial manner. Confidentiality will be maintained to the extent possible and allowed by law.
- Promptly, thoroughly, and impartially initiate a management inquiry of the allegation of harassment within 10 calendar days of the initial report. If the management official receiving the allegation is not in the alleged perpetrator's chain of command, the management official will refer the allegation to the official within the chain of command. Management may need to undertake immediate measures before completing the inquiry to ensure that further harassment does not occur.
- Report allegations of sexual assault or sexual violence to law enforcement as required by Departmental Regulation 4250-061, Workplace Violence Prevention and Response Program.
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PUBLIC DISPLAY
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REQUIRED SIZE: 8 ½ X 11

AND JUSTICE FOR ALL, Form AD-475-A, Green Relevant to assisted programs.

September 2019

PUBLIC DISPLAY
Required Display: NRCS Offices (Green & white)
REQUIRED SIZE: 11 X 17
AND JUSTICE FOR ALL, Form AD-475-C, Red
Relevant to conducted programs.

September 2019

PUBLIC DISPLAY
Required Display: NRCS Offices (Red and white)
REQUIRED SIZE: 11 X 17

SEXUAL HARASSMENT IS ILLEGAL AD 1085,
September 2003

IN-HOUSE DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 14
EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW - AD-1181

September 2003

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 14

FPAC Business Center EEO COUNSELORS
April 2020

IN-HOUSE DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 8 ½ X 14
**Interpretation Available for LEP Customers**

This service is available free of charge for assistance related to assisted and conducted NRCS and RD assisted and conducted programs. **Please identify your language below.**

<table>
<thead>
<tr>
<th>Language</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>العربية لإمكانية ترجمة متاح للعملاء العاملين باللغة العربية.</td>
</tr>
<tr>
<td>Korean</td>
<td>한국어로 도움말 응용을 제공합니다.</td>
</tr>
<tr>
<td>French</td>
<td>Veuillez cliquer ici pour parler avec un interprète. Ce service est gratuit.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Para favor, clique aqui para falar com um intérprete. Este serviço é gratuito.</td>
</tr>
<tr>
<td>Chinese</td>
<td>需要时，请拨打客服电话进行翻译服务。</td>
</tr>
<tr>
<td>Russian</td>
<td>В случае необходимости, вы можете вызвать переводчика.</td>
</tr>
<tr>
<td>Hmong</td>
<td>Thaw tai yu aawe ni xen aw nam e hau koo sbi xte. Qhov bia yu giab dawb xwb.</td>
</tr>
<tr>
<td>Spanish</td>
<td>Por favor, hable aquí para hablar con un intérprete. Este servicio es gratuito.</td>
</tr>
<tr>
<td>German</td>
<td>Zeigen Sie bitte herein, um mit einem Dolmetscher zu sprechen. Dieser Service ist kostenlos.</td>
</tr>
<tr>
<td>Tagalog</td>
<td>Magagawa ang tulong nito hanggang gusto mong makapag-ugnay sa bagong interpedente. Libre ang serbisyo ito.</td>
</tr>
<tr>
<td>Japanese</td>
<td>このサービスは無料です。</td>
</tr>
<tr>
<td>Thai</td>
<td>คุณจะมีการเอ็นเตอร์เปอร์มาให้คุณได้ใช้ไม่จำกัด</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Xin vui lòng拨打客服热线进行服务。</td>
</tr>
</tbody>
</table>

If you need an interpreter for a different language, notify an NRCS or RD employee.

USDA is an equal opportunity employer, provider, and lender.