Food & Nutrition Service	FNS NOTICE	NUMBER
	U.S. DEPARTMENT OF AGRICULTURE 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22302-1500	2006-8

INFORMATION FOR: All FNS Employees and Center for Nutrition, Policy and Promotion Staff

FNS and CNPP Civil Rights Policy

This Notice prescribes civil rights policy for the Food and Nutrition Service (FNS) and the Center for Nutrition, Policy and Promotion (CNPP). It also adopts the Department's policy requiring agencies and staff offices to incorporate the civil rights strategic goals (Accountability; Program Delivery and Outreach; Workforce Diversity and Employment Practices; Resources and Structure; and Procurement) into their strategic plans in compliance with the Government Performance and Results Act.

This policy is established consistent with Departmental Regulation 4300-6, Civil Rights Policy for the Department of Agriculture, dated March 16, 1998, revised June 30, 2000, and the U.S. Department of Agriculture Non-Discrimination Statement Update of July 18, 2005.

Specific objectives to achieve the goals are identified in civil rights implementation plans that are referenced in the civil rights performance elements and standards for agency heads and staff office directors.

FNS and CNPP are committed to affording every employee and customer fair and equitable treatment without regard to race, color, national origin, age, sex, disability, and where applicable, marital status, family status, parental status, religion, sexual orientation, genetic information, political beliefs, or because of all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Also, reprisals of any kind against employees or customers are unlawful and therefore prohibited.

1 Strategic Goals - FNS and CNPP are committed to taking the necessary steps to implement model EEO and civil rights programs. To further demonstrate their commitment, FNS and CNPP will strive to achieve the following civil rights strategic goals:

a Hold managers, supervisors, and other employees accountable for ensuring that customers and employees are treated fairly, with integrity and equality.

b Ensure equal access to and provide equal treatment in the delivery of programs and services to all customers.

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c Eliminate under-representation in the work force by recruiting and employing a highly skilled, competent, and diverse work force, free of discrimination, reprisal, and sexual harassment.

d Provide sufficient human, fiscal, and organizational resources, and train all employees to institute an effective civil rights program.

e Ensure equal opportunity to minority, women-owned, and small and disadvantaged businesses in procurement and contracting activities.

2 Performance Management Plans - Civil rights performance will be evaluated as a part of the performance appraisal process of all employees. A critical civil rights performance element will be included in the performance plans of all employees. A separate, critical civil rights element will be included in the management performance plans of all supervisors. For non-supervisors, the civil rights performance element will be incorporated into an existing or new critical performance element.

3 Accountability - FNS and CNPP officials, managers, supervisors and other employees will be held accountable for discrimination, civil rights violations, and related misconduct; and appropriate corrective or disciplinary action will be taken.

a Any final decision containing a finding of discrimination, or any settlement agreement or conciliation agreement in a claim of discrimination against FNS or CNPP employees, will be referred to the FNS' Human Resources Division for appropriate action.

b The Department's Office of Human Resources Management will determine appropriate action in cases in which the benefit conferred by a final decision containing a finding of discrimination, settlement agreement, or conciliation agreement involves a novel issue that has presidential or Department-wide impact.

Roberto Salazar
Administrator
FNS

Eric Hentges
Director
CNPP