

## **Civil Rights and Workforce Diversity Policy**

As the Chief Executive Officer, I am committed to fostering a workplace which is free of discrimination or harassment in any form, providing all employees the ability to compete on a fair and level playing field. AmeriCorps is committed to treating all persons with dignity and respect while building a diverse, equitable, inclusive, and accessible workplace in which its benefits and opportunities for advancement are available to all.

We will achieve this by strengthening the foundations of diversity, equity, inclusion, and accessibility (DEIA) at AmeriCorps. We will prioritize the well-being of employees by fostering an environment that is inclusive and fair; and that encourages participation of all employees in every facet of AmeriCorps, by weaving DEIA into every aspect of workplace culture. Our leadership is firmly committed to promoting a climate of mutual respect and appreciation for all AmeriCorps employees, enabling all to thrive. Every AmeriCorps manager, supervisor, and employee must abide by this policy.

Promoting DEIA includes meeting our obligations under the laws, regulations, and executive orders meant to prevent or remedy discrimination. This policy covers all personnel programs, management practices, and decisions, including, but is not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations.

Our leadership recognizes that achieving an energized, high-performing workforce cannot happen without managers and employees who treat all persons with dignity and respect regardless of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, or military service. It is essential that our employees work in, and foster, environments free from discrimination and harassment.

AmeriCorps' mission is to provide opportunities for individuals of all ages and backgrounds to serve their communities and country. Commitment to the principles of non-discrimination, equal opportunity and DEIA, by all employees, is crucial to achieving our mission. As we work with national and community nonprofit organizations, faith-based groups, schools, and state and local agencies to enable service members and volunteers to meet critical needs in their communities, AmeriCorps' interactions with these groups should reflect our commitment to these principles.

Implicit in each employee's successful work performance, and explicit in each supervisor's performance appraisal, are goals and objectives to abide by our civil



rights laws and support DEIA in our workforce. Any person who violates this policy will be subject to appropriate personnel action, up to and including removal from federal service.

Any AmeriCorps employee, former employee, or applicant for employment who believes they were discriminated against in violation of civil rights laws, regulations, or this policy, or subject to reprisal for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) should raise their concerns with our Office of Civil Rights (OCR). Discrimination claims should be brought to the attention of the OCR within 45 calendar days of the occurrence to be accepted for investigation in a formal complaint.

The OCR may be reached at (202) 606-3461 or [eo@cns.gov](mailto:eo@cns.gov). In addition, employees may also consider our Alternate Dispute Resolution (ADR) Program as an informal way to resolve workplace conflicts. If you are interested in learning more about our ADR program, please email [adr@cns.gov](mailto:adr@cns.gov).

September 13, 2022  
Date

A handwritten signature in black ink that reads "Michael D. Smith".

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Michael D. Smith  
Chief Executive Officer  
AmeriCorps