

## Employee Civil Rights and Non-Harassment Policy

AmeriCorps is committed to treating all persons with dignity and respect while building a diverse, equitable, inclusive workplace in which its benefits and opportunities for advancement are accessible to all. AmeriCorps maintains a zero-tolerance policy for any unlawful discrimination and harassing conduct towards any employee, intern, or contractor. As a federal agency, we take seriously our responsibility for compliance with the anti-discrimination laws and the regulations enforced by the U.S. Equal Employment Opportunity Commission, and the maintenance of a model EEO program. Building a culture of diversity, equity, inclusion, and accessibility demands the prevention of discrimination and harassment, along with taking swift action when it occurs.

Our agency prohibits any forms of discrimination and harassment based upon a person's protected status. "Protected status" means a person's race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental, physical, or invisible), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. AmeriCorps seeks a work environment that is free of discrimination and harassment, and to provide all employees the freedom to compete on a fair and level playing field. AmeriCorps will not tolerate any harassment that may include slurs and other verbal or physical conduct that relates to an individual's gender, race, ethnicity, religion, sexual orientation, or any other protected status when such behavior has the purpose or effect of interfering with job performance or creating an intimidating, hostile, or offensive work environment. Every AmeriCorps employee should familiarize themselves with our [Anti-Harassment Policy and Procedure](#).

AmeriCorps does not tolerate harassment from any AmeriCorps employee; supervisor; manager; non-employee (e.g., contractors); national service members or volunteers. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, text messages or phone calls; distribution or display of offensive materials, including on social media; offensive looks or gestures based on a person's gender, race, ethnicity, or religious baiting; physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or other actions that intimidate and are based on a person's protected status. Conduct directed at a single individual in the workplace may create an offensive environment for others, even if they were not targeted.

Discrimination or harassment, when identified, will result in immediate corrective action by AmeriCorps. Any employee who violates this policy will be subject to appropriate discipline, up to and including removal from federal service. I expect AmeriCorps' supervisors and managers to immediately notify the Office of Human Capital (OHC) when they become aware of alleged discrimination or harassment by an employee, service member, or other individuals, and to take prompt action to effectively address any such conduct, after



consulting with OHC on appropriate measures. AmeriCorps prohibits retaliation or reprisal against any employee who raises discrimination or harassment concerns or participates in any EEO activity including filing a complaint against a supervisor or coworker, reporting harassment of a service member, volunteer, contractor, or employee, or providing a witness statement during an investigation.

Harassment and discrimination are unacceptable in AmeriCorps offices, facilities or campuses, virtual meetings and in other service-related venues. This includes training sessions, convenings, off-campus service sites, service-related social events and other off-site gatherings or events, whether in person or virtual.

Any AmeriCorps employee, former employee, or applicant for employment who believes they were harassed or discriminated against in violation of civil rights laws, regulations, or this policy, or who believes they were subject to reprisal for opposing discrimination or participating in the discrimination complaint proceedings (e.g., as a complainant or witness), should raise those concerns with the Office of Civil Rights (OCR) within 45 calendar days of the harassing or discriminatory action. Discrimination claims that are not brought to the attention of OCR within 45 calendar days of the occurrence may not be accepted for investigation if a formal complaint is filed.

The confidentiality of any employee who reports harassment or discrimination, or participates in a related investigation, will be protected to the greatest extent possible, as provided by law. The OCR may be reached via (202) 606-3461 or [eo@cns.gov](mailto:eo@cns.gov). 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".

---

Michael D. Smith  
Chief Executive Officer  
AmeriCorps